

## Rules of reimbursement

OING-SERVICE is an independent association, BUT it can only function with the help of a relatively large subsidy from the Council of Europe, which we have to justify every year by providing the expense forms and the receipts for the expenses. We have to comply with the control procedures established by the Council. This explains some aspects of our reimbursement rules.

Here is what you need to do to comply with these rules:

- The claim form must be properly completed.
- The claim form must be signed by the person requesting reimbursement.
- The claim form must be in Euros. If the invoices are in another currency, the exchange rate to be used is that of the day of the expense.
- The claim form, with supporting documents, must be sent no later than 30 days after the expense is incurred.
- At the end of the year, all requests for reimbursement must be reported to the Treasurer **by December 15**.
- Travel expenses are reimbursed at the actual cost of the tickets. Efforts will be made to purchase tickets at the most economical rate.
- Transportation costs by private car are reimbursed according to the number of kilometers traveled and at the current Council of Europe rate of 0.30 € per kilometer, including highway fees. Any trip of less than 30 km per journey is not compensated.
- Cab fares are not accepted except in the following cases: reduced mobility, late arrival, early departure, strike...
- Bus, streetcar or subway tickets in town are not reimbursed, except in special cases.
- The total amount of hotel and meal expenses reimbursed is limited to 130 € per day of travel. This means that if a hotel room costs more than 130 €, only these 130 € will be reimbursed. This is the amount that must be included on the claim form, even if the amount on the corresponding receipt is higher, which must nevertheless be provided.
- All requests for reimbursement must be accompanied by supporting documents and sent by e-mail to the treasurer [Heleen.Jansen@orange.fr](mailto:Heleen.Jansen@orange.fr) The "mission report" form must be attached.

### Special cases:

For the reimbursement of travel expenses of invited persons, the same rules must be applied. Do not forget to ask them for their RIB with IBAN and the receipts.

For the reimbursement of expenses other than travel expenses (photocopies, printing, etc.) receipts are also required.

It is reminded that the Committees must manage their expenses in such a way as not to exceed their budget line for the year.