

Rules of reimbursement 2025

OING-SERVICE is an independent association, BUT it can only function with the important grant 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 official 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.
- **All supporting documents must be grouped together in a single pdf file.**
- Unless otherwise stated, the claim form must be accompanied by the mission report (see form) in a separate pdf file.
- The claim form, with the two supporting pdf documents, must be sent no later than 30 days after the expense is incurred by e-mail to the treasurer **heleen.jansen@orange.fr**
- 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 effective price 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 0.27 € per kilometer, including highway fees. Any trip of less than 30 km per journey is not compensated.
- Cab fares are not accepted except in cases like: 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 accommodation and meal expenses reimbursed is limited to 130 € per night. This means that if an accommodation costs more than 130 €, only these 130 € will be reimbursed. This amount must appear on the claim form, even if the amount on the corresponding receipt is higher, receipt which must nevertheless be provided. Efforts will be made to reserve accommodation at the most economical rate.
- Transfer charges to a bank outside the SEPA zone are shared equally, except in special cases.

Worth noting:

For the reimbursement of travel expenses of invited persons, the same rules apply, using the same claim form.

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