

ANNEX TO THE FINANCIAL REGULATION

Provisions for the refund of travel, accommodation and subsistence costs

1- The following are payable to cover the travel, accommodation and subsistence costs of participants whose principal place of residence is situated more than 50 km from the place of the meeting attending meetings of the Bureau, the Board of Management, working parties, ad hoc groups of AIACE as well as of persons duly authorised by AIACE to attend other meetings or participate in other activities:

- reimbursement of travel costs between the principal place of residence and the place of the meeting;
- reimbursement of hotel costs where an overnight stay is necessary;
- a daily subsistence allowance.

A daily subsistence allowance is payable to participants in such meetings and activities if their principal residence is situated less than 50 km from the place of the meeting.

2- Participants in meetings shall ensure that they benefit as much as possible from discounts and special fares available from transport companies.

Transport costs shall be reimbursed in accordance with the following provisions:

a) air travel: the most economical fare available, taking into account time constraints due to the length of the journey, available flights and meeting schedules, plus applicable airport taxes. Transfers to and from airports shall be reimbursed on the basis of public transport costs, where available, or on taxi fares where necessary;

b) rail travel: standard, tourist or second class fare, plus, where necessary, a supplement for express trains. If the journey implies night travel, the supplement for a sleeper shall be refunded. First-class fares can be refunded in special circumstances, for example if available lower class fares would clearly create difficult traveling conditions;

c) private vehicle: the refund shall be calculated on the basis of the rail fare in standard, tourist or second class. Reimbursements may be allowed on the basis of first class rail fares in special circumstances, for example where the length of the journey implies an overnight stay which would not be otherwise refunded or if consequential associated costs are clearly higher than the normally applicable lower fares. Reimbursements shall be calculated per person, even where other persons participating in the meeting have travelled in the same car.

The Treasurer General shall have the right to refuse full reimbursement if he/she considers that the amounts claimed are unreasonable.

3- Participants in meetings whose principal residence is situated more than 50 km from the place of the meeting shall be entitled to the reimbursement of hotel costs and to a daily allowance for each meeting day, irrespective of the duration of the meeting. This allowance shall be reduced for each meal provided in the place of mission and increased if an overnight stay is required without incurring hotel costs.

4- Participants in meetings, whose principal residence is situated less than 50 km from the place of the meeting, are entitled to a daily allowance for their participation in each meeting day, irrespective of the duration of the meeting. This allowance shall be reduced for each meal provided in the place of meeting.

5- The amounts of the allowances referred to in items 3 and 4 above shall be set by the Board.

6- Each trip covered by these provisions is subject to a separate declaration, accompanied by supporting documents which show the means of transport and the tickets used, the number of meeting days, the number of overnight stays at the place of the meeting, the hotel costs (where applicable) and the number of meals provided at the place of mission.

TABLE OF RATES ADOPTED IN ACCORDANCE WITH CERTAIN PROVISIONS OF THE FINANCIAL REGULATION

Article 2- Annual contribution paid by national branches for each of their members *euros*
18

Appendix to Article 9 on travel, accommodation and subsistence costs:

Paragraph 3:

Entitlement of those whose principal residence is situated more than 50 km from the place of the meeting:

<i>Maximum refund for a hotel room per night</i>	130
<i>Subsistence allowance to cover additional meal costs, etc.</i>	60
<i>Reduction of the subsistence allowance per meal provided</i>	20
<i>Increase of the subsistence allowance if an overnight stay is required without incurring hotel costs</i>	40

Paragraph 4:

Entitlement of those whose principal residence is situated less than 50 km from the place of the meeting:

<i>Daily subsistence allowance</i>	30
<i>Reduction of the subsistence allowance per meal provided (maximum 1)</i>	20