

EFAA Regulation on Travel Expenses

I. General Principles

The Regulation on Travel Expenses is guided by the principle of economy. In addition, the principles of efficiency and appropriateness apply. Expenses for traveling shall be reasonable and, as far as possible, be consistent with a prudent management of EFAA's budget.

II. Eligible Persons

Travel Expenses for EFAA are normally reimbursed for the EFAA President and EFAA staff only. Travel expenses of other persons travelling on behalf of EFAA can also be reimbursed on a case-by-case basis subject to the prior approval of the EFAA Board, and in accordance with the following terms and conditions.

III. Travel Expenses

The President's travel expenses for flights within Europe (EU Member States) are reimbursed for the Economy (if available Premium) Class or a corresponding flight class. Regarding flights to non-European countries the travel expenses for the Business Class can be reimbursed.

Regarding EFAA staff, the travel expenses for flights within Europe (EU Member States) can be reimbursed for the Economy Class. Regarding flights to non-European countries the travel expenses for the Premium Economy Class can be reimbursed.

Evidence of the expenses incurred must be provided.

To the extent that the business purpose for the travel allows flexibility in choosing airlines or flight times, all individuals shall travel at the lowest possible cost to the EFAA, provided that this does not represent a threat to their health or safety, or hinder an efficient time management or the EFAA's business interests.

2. The President's and EFAA staff's travel expenses for using railway are reimbursed for the first class including possible surcharges (IC etc.). Evidence of the expenses incurred must be provided.

3. Expenses for travelling by car are reimbursed in the amount of 0,3573 € per kilometer driven. All costs incurred with the operation of the vehicle are compensated thereby.

IV. Accommodation Expenses

Accommodation expenses – including breakfast – are reimbursed in the amount of the expenses incurred. Overnight accommodation expenses may only be claimed if based upon the least expensive appropriate accommodation available.

Safety and security are of absolute importance, together with the ability to complete the business activity/ mission successfully, and this requirement may be taken into account in any assessment undertaken and ultimately in the choice of accommodation selected.

Evidence of the expenses incurred must be provided.

V. Food Expenses

Expenses for food are reimbursed in the amount of the expenses incurred up to a maximum of 70 EUR per day.

VI. Incidental Expenses

Incidental expenses for taxis, parking fees etc. are reimbursed on proof of actual expenditure.

VIII. Period to Assert Claims

The travel expense reports are to be submitted to the EFAA secretariat promptly; they must in any case be submitted by the end of the following month at the latest.

Scanned receipts must be attached to expense claims in support of all expenses claimed. Approval and processing of claims will be based on scanned receipts. However original receipts must be maintained by the claimant or filed with the EFAA secretariat for the required amount of time following submission of the claim for audit purposes.

IX. Inception

This Regulation was approved by the General Assembly on 28 June 2019 and thereby becomes effective.