

WELMEC Financial guidelines on travel expenses

The aim of this document is to provide guidelines on business travel expenses and WELMEC reimbursement policy which will ensure a clear understanding of WELMEC travel expense reimbursement policy and promote the reasonableness of costs incurred by WELMEC representatives for travel expense.

Business travel expenses will be paid by WELMEC only if they are approved by the WELMEC Chairperson, reasonable, necessary and in accordance with this policy. Individuals who incur business travel expenses should neither gain nor lose personal funds as a result of their travel.

WELMEC travelling procedure

- 1) Before making any arrangements for travel that will be funded by WELMEC travellers should consult the WELMEC Secretariat and gain an agreement from the WELMEC Chairperson.
- 2) Travellers are expected to make reservations as soon as travel plans are finalized to obtain advance purchase discounts.
- 3) Travellers may ask WELMEC Secretariat for help in making travel reservation. Requests should be sent by e-mail to the Secretariat.
- 4) When flying in Europe and under 5 Hours, a tourist class flight is obligatory. Intercontinental flights and flights longer than 5 hours may be of a business class.
- 5) Travellers may choose between three distinct methods of reimbursement:
 - WELMEC will reimburse the costs of the travel to the traveller's bank account on the basis of presenting the invoice paid by the traveller, their BIC and their SWIFT code. Original Invoices and /or passenger copies of transportation tickets are required by the Secretariat.
 - If the traveller's organization has paid the travelling costs WELMEC will reimburse the costs of the travel to the traveller's organization's bank account on the basis of presenting the invoice paid by the traveller's organization, BIC and SWIFT code of the account. Original Invoices and /or passenger copies of transportation tickets are required by the Secretariat.
 - WELMEC will pay the costs of lodging or flight ticket in advance on the basis of receiving such a request from the traveller and a pro-forma invoice by e-mail.
- 6) Traveller except invited guests are expected to send a written report after returning from the business travel. The reports shall be published on the WELMEC Private pages web site.

Responsibilities of the traveller

Those who travel on WELMEC expenses are expected to:

- spend WELMEC's funds prudently and keep costs within reasonable limits
- follow consistent policy and procedures with respect to the reimbursement of these expenses
- submit to the WELMEC Secretariat all forms related to their travel within 30 days of returning from the travel
- make sure that the information contained on the travel request, report and in the accompanying documentation are complete, accurate and in accordance with this guidance.
- take care of their own insurances. These are not covered by WELMEC.

Travellers entitled to the reimbursement of travel expenses

- WELMEC Chairperson,
- WELMEC Vice Chairperson, Chairperson's Group, WELMEC Secretary, Members and Associate Members representing WELMEC on Seminars, Conferences, General Assemblies, after gaining the Chairpersons agreement,
- Convenors of WELMEC Working Groups,
- Invited guests at the WELMEC Committee Meetings, WELMEC WGs, Seminars and Conferences organized by WELMEC, after gaining the Chairpersons agreement.

Reimbursable Expenses

- visa
- vaccinations needed for traveling to countries where there is a risk of infectious disease
- flight tickets, train, bus, taxi
- lodging expenses with breakfast included
- meeting packages
- wireless or wired internet access
- lunches and dinners not covered by others
- other inevitable expenses if approved in advance by WELMEC Chairperson.

Convenors of WELMEC Working Groups are entitled to be reimbursed only for flight tickets or some other way of transportation to the meeting of respective WG.

The traveller must confirm to WELMEC that he/she did not get the reimbursement of the above costs by his/her institution.

"No-show" charges are not reimbursable unless under exceptional circumstances.

Exceptions to provisions are possible if approved by WELMEC Chairperson. Approved exceptions must be explicitly justified as beneficial to both WELMEC and the traveller.

Non-business Days

Weekends and other necessary stay over days may be counted as business days only if they fall between travelling days. If they are at the end of a traveller's activity and the traveller remains at the business destination for non-business reasons, reimbursement is not given for the additional days unless the total costs of travel is lower. This case must be stated in advance to the Chairperson.