



EPHAR TRAVEL POLICY & PROCEDURES

Introduction

The policy and procedures in this document apply to anyone travelling on EPHAR business and at the Federation's cost and is effective from 10 May 2009.

Policy

Travel costs and related expenses form a substantial part of EPHAR's total expenditure. It is essential that they are managed efficiently so as to use our limited resources effectively.

The objective of this Policy is to ensure that those travelling on EPHAR business do so in a manner which

- has concern for their welfare and safety;
- fulfils the needs of the Federation and the traveller;
- ensures cost effectiveness.

Train travel

- Travel by rail is the preferred way of travel on Federation's business in Europe It is expected that most travel will be standard class with (where appropriate) a flexible return. First class rail fares will not normally be reimbursed, unless on a journey of more than four hours, or if there are other exceptional circumstances, or the first class budget fare is cheaper than the standard fare, or unless alternate arrangements have been pre-arranged with the Honorary Treasurer and e-mail confirmation received.

Travel by Air

Economy advance purchase return air fares may be reimbursed when travel by train is either not possible or would involve a lengthy journey. EPHAR is mindful of the time voluntarily given by officers, and aims to balance this against costs of travelling on EPHAR business.

1. The above does not include the "Flexible" or "Fully Flexible" tariffs and does not include flexibility between carriers. EPHAR acknowledges, therefore, that there are occasions when it will incur additional "administrative" charges when schedules have to be unavoidably changed.
2. Under no circumstances will EPHAR reimburse anyone not travelling at its specific request (including family members, PAs etc).

Car travel:

- EPHAR will reimburse mileage costs by the most direct route up to (but no greater than €0.3 per km) for a maximum round trip of 150km. No other travel expenses will be entertained, other than road/motorway toll charges, congestion charges and unavoidable parking fees. EPHAR will not be responsible for parking fines, speeding tickets etc. In undertaking journeys using their own car those travelling on EPHAR business warrant that:
 - the vehicle complies with all aspects of national regulations in force at the time of travel;
 - is fit for purpose and
 - is insured for business use.
- Where the distance to be travelled exceeds 150km (return), use of a reasonably priced hire car should be considered. Where a hire car is used, EPHAR reimburses receipted fuel costs only and the €0.3/km payment does not apply.
- The Federation accepts no responsibility whatsoever for the roadworthiness or otherwise or insurance of any privately owned motor vehicle used on EPHAR business.

Accommodation

For some meetings EPHAR arranges hotel accommodation at a discounted rate and delegates are expected to use this and accommodation expenses will normally be limited to the discounted rate. In all other instances, the following accommodation benchmarks will apply and may only be varied as specified under "Approval of Expenses" below:

- Europe and USA – the Euro or US Dollar (as applicable) equivalent of up to €120 per night

The above rates are for a single room with en-suite facilities on a bed and breakfast basis and include taxes where applicable.

Avoidable 'No show' charges are not reimbursable by EPHAR and the traveller will be held responsible for these costs.

Subsistence

Reasonable subsistence expenses whilst travelling Federation's business. EPHAR is not responsible for personal expenses such as newspapers, private telephone calls, bar bills, excursions, cable TV charges etc. Unless otherwise prior agreed (see Approval of Expenses below) for example in

relation to speakers at a specific meeting, subsistence is restricted to the per diem rate and other requirements of the Federation's "Subsistence and Expense Reimbursement Policy" a copy of which can be found on the EPHAR web site

Excess Baggage

Expenses for excess baggage caused by the necessity of taking items (display equipment etc.) for business reasons will be reimbursed but EPHAR will not be responsible for personal excess baggage.

Speakers at EPHAR Meetings

Speakers at meetings are normally able to claim their travel expenses plus one night's (two nights' if travelling from overseas) accommodation and necessary subsistence within these guidelines or those promulgated specifically for a particular meeting.

PRIOR APPROVAL from Treasurer is needed for any other claims.

Attendance at EPHAR Executive Committee Meetings & Similar Events

Officers attending EPHAR committee meeting and other events in connection with their responsibilities should claim their travel and accommodation expenses within these guidelines. Subsistence expenses should be claimed in accordance with the guidelines provided in EPHAR's "Subsistence and Expense Reimbursement Policy" a copy of which can be found on the EPHAR website.

Only when attendance is required at meetings or events held on consecutive days will more than one night's accommodation be reimbursed. If discounted rates for preferred hotels are arranged by EPHAR, accommodation will only be reimbursed up to those rates.

PRIOR APPROVAL is needed for any other claims (see Approval of Expenses below).

Travel Insurance

EPHAR does not carry travel insurance for those officers travelling with its approval on Federation business. Travellers should therefore ensure that they have adequate cover (endorsed for business travel) for medical and other travel associated expenses (e.g. lost baggage, cancellations etc). Receipted premiums (or pro rata premiums if travelling under a family, annual or multi-trip policy) will be reimbursed by EPHAR.

All other insurance costs are for travellers' accounts and they should ensure that expensive personal equipment such as laptops, PDAs etc. are covered under their own policies (usually such cover is available under any good household policy).

Claiming Expenses

All expenses must be claimed using the prescribed Expense Claims Form which is available from the EPHAR web site.

Receipts and bills, especially hotel bills, must be provided with the Expense Claims Form and refunds will not be made without them. Scanned itemized receipts are acceptable and should be included with the e-Claim form, which should be e-mailed to the Treasurer.

Claims made 90 days after the event will not be considered

The maximum claim for expenses is normally limited to €1,000. Where EPHAR arranged and paid for accommodation and/or meals, the maximum claim limit will be reduced accordingly.

Approval Levels

1. The Executive Committee has delegated the approval of expense claims conforming to these guidelines to the Treasurer. Claims which do not accord with these guidelines will be referred to the President, President-Elect or Scientific Secretary for final decision.

NOTE: No Officer is permitted to approve or prior approve their own expenses whether within these guidelines or not. The Treasurer submits claims for expenses to the Scientific Secretary or the President for approval.

Amendment

These policies are subject to the financial status of EPHAR and may be terminated or amended, without notice, upon decision of the Executive Committee after recommendation by the Treasurer.

11 May 2009