



REIMBURSEMENT PROCEDURES

- 1) Executive Board meetings: Travel-expenses, Hotel and meals
WAE will pay for the air-tickets in economic class, local transportation as well as for the hotel room and meals from arrival till departure
At own expense during the council-meetings are: phone calls, mini bar and other costs.
- 2) Appointed Judges: Travel-expenses, Hotel and meals
Have to pay the travel-expenses themselves.
Local-transportations and hotelroom incl meals are paid by the Organizers from arrival till departure.
At own expense during the appointment are: phone calls, mini bar and other costs.
- 3) Appointed Technical Delegates : Travel-expenses, Hotel and meals
The cost for travel, accommodation, meals and all local transportation for the Technical Delegate will be carried by the organizers.
Also for the Inspection visit, the cost for travel, local transport, lodging and meals of the TD during this visit will be for the organizers.
At own expense during the appointment are: phone calls, mini bar and other costs.
- 4) Other visits: Travel-expenses, Hotel and meals
(separate missions by Executive Board Members, TD's and other authorized persons on behalf of Executive Board)
WAE will pay for the air-tickets in economic class, local transportation and hotel room and meals from arrival till departure. .
At own expense during missions are: phone calls, mini bar and other costs.
- 5) Seminars: Travel-expenses, Hotel and meals, lecturer-fee
WAE will pay for the lecturers the travel-expenses, local transportation as well as the hotel room and meals from arrival at the hotel till departure.
The lecturer-fee is € 100.- per day of lecturing.
At the lecturer's own expense are phone calls, mini bar and other additional costs.
- 6) Additional fees for:
Attendance at Executive Board meetings: € 50.- /Executive Board meeting
"Mission"-fees (also for TD and Committee Members): € 50.-/Mission

7) Travel:

- Car: Only when the cost of traveling by car is lower than taking an airplane, a car may be used.
Up to 500 km the reimbursement is Euro 0,30/km
Reimbursement over 500 km is Euro 0,15/km
Car rental is not allowed.
- Trains: If necessary, trains can be taken and 1st class is allowed.

To be reimbursed, you must send the Reimbursement Form to the WAE Secretary General and cc. to Mr Christian Laforest with all the receipts.

Always state your bank account number, name and address of your bank, IBAN and swift- code.

All requests must be in Euro.

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