



## REIMBURSEMENT PROCEDURES

### 1) Executive Board meetings: Travel-expenses, Hotel and meals

WAE will pay for the flight tickets in economic class, local transportation as well as for the hotel room and meals from arrival till departure

Phone calls, mini bar and other costs are at own expense during the Board meetings

### 2) Appointed Judges: Travel-expenses, Hotel and meals

The LOCs cover the cost of their travel expenses, local transportations and accommodation in single room with full board, from arrival till departure.

Phone calls, mini bar and other costs are at own expense during the appointment.

### 3) Appointed Technical Delegates : Travel expenses, Hotel and meals

The cost for travel, accommodation in single room, meals and all local transportation for the Technical Delegate are covered by the Organizers.

Also for the Inspection visit, the cost for travel, local transportation, accommodation in single room and meals of the TD during this inspection and final visits are covered by the Organizers.

Phone calls, mini bar and other costs are at own expense during the appointment.

### 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 flight tickets in economic class, local transportation and accommodation and meals from arrival till departure.

Phone calls, mini bar and other costs are at own expense during the mission.

### 5) Seminars: Travel-expenses, Hotel and meals, lecturer-fee

WAE will cover the cost of the lecturers' travel expenses, local transportation as well as the hotel single 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) Travels:

Car: Only when the cost of travelling by car is lower than taking an airplane, a car may be used.

Up to 500 km the reimbursement is Euro 0,50/km

Reimbursement over 500 km is Euro 0,25/km

Car rental is not allowed.

Trains: If necessary, trains can be taken and 1<sup>st</sup> class is allowed.

8) Reimbursements:

To be reimbursed, you must fill in and 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.