

REIMBURSEMENT GUIDELINES

2010-2011

Expenses eligible for reimbursement

Members of the Executive Committee and Members of the Working Groups are eligible for reimbursement of travel and hotel expenses in connection with Executive Committee meetings and Working Group meetings.

The following expenses will be reimbursed:

- Flight fares (economy class)
- Train and bus fares
- Ferry fares (excl. the cost of transporting a car)
- Mileage (€ 0.22 per km)
- Hotel costs

Taxi fares and parking fees will not be reimbursed.

The Secretariat will normally reserve a number of rooms at a hotel close to the meeting place.

Members will have to pay the bill at the hotel, but will be reimbursed afterwards by the RAC.

If it is considered necessary to stay two nights at a hotel in order to cover to a one-day meeting, please contact the Secretariat first.

How to apply for reimbursement

Your travel and hotel claims must be submitted, with supporting receipts, to the Secretariat within one month after the meeting in order to ensure efficient processing and payment.

The Reimbursement form is on the BS RAC website.

If you have any questions regarding the reimbursement guidelines, please contact the BS RAC Secretariat.