**REIMBURSEMENT RULES**

The MEDAC reimbursement system is based on the following rules:

* Only one appointed representative per meeting for each organization is eligible
* Observers are not eligible for reimbursement
* Full membership fee has to be paid in order to be reimbursed
* Reimbursement is also subject to budget availability

Coordinators of Working groups and/or Focus groups, who are not elected members of the Executive Committee, but are invited to the Executive Committee meeting to report on the activities of their relevant group, may claim for reimbursement of travel and subsistence costs.

*Deadlines* for sending in reimbursement claims to the Secretariat:

* From now on reimbursement claims must be submitted with supporting receipts, to the Secretariat no later than *30 calendar days* after the final day of the meeting.
* Reimbursement claims for meetings held in month of November (the last month of the budgetary year of the MEDAC), must be submitted within 2 weeks after the meeting.

For example:

General Assembly 21 February → **23 March**

* The secretariat cannot guarantee reimbursement for claims received after these deadlines, or claims

without supporting documents.

* Reimbursement for attending non-MEDAC meetings is depending on prior approval of the Executive Committee.
* **Please note that MEDAC members, MEDAC observers and invited experts should have their own travel and personal accident insurance and that the MEDAC cannot be held liable for any material, non-material or physical damage suffered in the course of their journey. The MEDAC shall also not be liable for any material, non-material or physical damage suffered by participants to MEDAC meetings in the place where the meeting is held, unless such harm is directly attributable to the MEDAC**.

**A) WHAT CAN BE CLAIMED**?

**TRAVEL**

Travel expenses from work or home address to the place of the meeting will be reimbursed until maximum **€ 500.**

If a number of transport modes are deemed necessary to get to and from the meeting, then all costs of this travel

is reimbursed. Please book at the most economical travel rates and make your bookings as soon as you receive written confirmation from the MEDAC Secretariat on the meeting venue and time.

If a surplus remains in the travel budget, at the end of the budgetary year (31 December), it will be redistributed to provide additional reimbursement of travel claims over € 500.

The following travel costs are deemed refundable:

* Public transport from home or work address to the airport and return
* Public transport form the airport to the place of the hotel/meeting and return
* **Flights in tourist/economy class or cheaper where available. Please use the most economical travel rates. Business class fares are not permitted.**
* Train Fares (second class) /bus Fares
* Travel by private car (reimbursed at the rate of euro 0,22 per km)
* Taxi costs are not refundable

**SUBSISTENCE**

Each person eligible for reimbursement will be refunded a **flat per diem rate of €192 per day** if an overnight stay at the place of the meeting is necessary, based on the actual arrival and departure dates, adjusted to meet the working requirements. The per diem rate is to include the cost of the hotel and all other expenses outside of travel (e.g. food, drink etc). **The number of nights may not exceed the number of meeting days + 1 and a maximum of 2 per diem per travel will be reimbursed**.

**B) WHAT MUST BE SENT TO THE MEDAC Secretariat**

* The reimbursement forms, completed and signed
* Original tickets for the flights or original invoices from travel agencies booking the flight showing the class of travel, the time of travel and the amount paid. If your organization needs to hold the original of the invoice or receipts, we can only accept a copy under condition that they are stamped by your organization as “*True Copy”* or by providing a signed cover letter stating that the copies are based on authentic originals. **In case of non-MEDAC meetings: the meeting report is additionally required**
* Boarding passes; in case of online bookings, the printout of the electronic reservation showing the class of travel, the time of travel and the amount paid and the original boarding pass for any flight or flights taken as part of the outward journey
* All **original** tickets/receipts of public transport
* Restaurant bills and taxi receipts are not accepted.
* An original hotel receipt/invoice or a copy, stamped by your organization as ““*True Copy”* will be required to claim the per diem rate

For new members please, complete the form with your bank details. If your organization has been reimbursed by the MEDAC before, please ignore this box. If you are a new member of the MEDAC or if your organization’s banking details have been changed, please fill in the banking details and have it stamped and signed by the bank to certify that your organization is the account holder. The Secretariat will keep these details for future payments.