



# **FEDERATION OF EUROPEAN NEUROSCIENCE SOCIETIES**

## **Guidelines and specifications for FENS committee expenses**

*Approved by the Executive Committee  
22-23. April, 2013*

## Introduction

The following guidelines specifies the conditions under which FENS officers, FENS staff and other individuals traveling on a FENS budget are reimbursed for expenses linked to committee activities. Further, unless otherwise specifically indicated, these guidelines also cover expenses reimbursed by FENS in connection with participants that are reimbursed for their involvement in other FENS activities, hereunder as lecturers at schools and invited speakers at FENS meetings.

## I. General principles

Members of FENS committees and others traveling in connection with FENS committee activities must make sure that they are properly insured and allowed by their institution to travel for attending FENS administrative or scientific meetings. FENS cannot be held responsible for any incident or accident happening on such occasions.

Travel, accommodation and costs for meals can be reimbursed on the basis of original documents (receipts, tickets, invoices, bills etc.) only. In case of a significant departure from these recommendations, the costs must be discussed beforehand with the FENS office.

### I.1. Travel

**Airfare:** For air travel, economy class or the lowest reasonable commercial airfares should be used. Airfares for Business Class will not be reimbursed. FENS officers are strongly encouraged to take advantage of discount fares for airline travel through advance purchase of tickets where travel schedules can be planned in advance (such as for meetings and other scheduled events). Economy airfares exceeding 900€ for transatlantic fares and 400€ for European fares should be confirmed with the FENS office before processing the reimbursement.

**Train tickets:** First and second class train tickets are reimbursed. FENS officers are strongly encouraged to take advantage of discount fares for train tickets through advance purchase of tickets where travel schedules can be planned in advance (such as for meetings and other scheduled events).

**Using one's own car:** the mileage allowance is 0,30 Euro per km. However, if total travel mileage exceeds 1800 km, only the actual costs for petrol will be reimbursed, if the use of a car was not discussed beforehand with the FENS Office. The use of trains as an alternative is encouraged.

**Other costs:** Metro, taxi, bus costs are reimbursed on the basis of receipts, but, as a general principle, the total taxi costs for a round trip should not exceed 100€ in total. Any excess has to be discussed beforehand with the FENS office.

### I.2. Hotel:

Hotel rates can vary largely depending on the country and region and are therefore handled with flexibility. Accommodation for all invited participants for committee meetings is normally organized centrally by FENS administration. However, the hotel rate per night should not exceed 150 Euros. Costs for accompanying persons are not covered by FENS. When using a double room, the officers or invited participant should provide proof of the cost for a single room in the same hotel. FENS will reimburse the costs for a single room only.

### I.3. Per Diem Rates:

FENS covers the costs for breakfast (if not included in the price for the hotel room) and meals up to a maximum of 60 Euros per day on the basis of receipts.

In case the FENS officer invites third parties on behalf of FENS the costs are covered by FENS.

### I.4. Other costs:

Other costs incurred on behalf of FENS (photocopies, internet access, phone costs etc) are covered by FENS on the basis of receipts.

## **II. Specific events**

**Receipt and processing of online reimbursement forms for every Committee meeting will be done by the FENS administration according to the details below.**

### **II.1. Governing Council meetings**

FENS will prearrange accommodation and meals for the Governing Council meeting held in the autumn. Members of the Governing Council must indicate in advance their date of arrival and departure, on the basis of a maximum of 2 nights for the meeting. FENS will not cover travel expenses of representatives of member societies.

For the Governing Council meetings held at the time of the FENS Forum, representatives of the member societies shall make their own arrangements for accommodation. FENS will not cover meal and travel expenses.

### **II.2. Executive Committee**

FENS will arrange accommodation and meals for Executive Committee meetings. Members of the Executive Committee must indicate in advance their date of arrival and departure, on the basis of a maximum of 2-3 nights for the meeting depending on travel schedules. FENS will also cover travel expenses and additional meals on the basis of original receipts.

Other expenses: expenses incurred by Executive Committee officers (travel, accommodation, meals) when working on behalf of FENS will be reimbursed by FENS on the basis of original receipts but the general guidelines as stated in I.1 should be followed.

### **II.3. Programme Committee meeting**

FENS will arrange accommodation and meals for the Programme Committee meeting. Members of the Programme Committee must indicate in advance their date of arrival and departure, on the basis of a maximum of 2 nights for the meeting depending on travel schedules. FENS will also cover travel expenses on the basis of original receipts. All costs incurred in connection with the meetings of the Programme Committee are allocated as expenses of the FENS Forum and are as such following the guidelines for travel cost reimbursement for the FENS Forum.

### **II.4. Schools and NENS Committee meetings**

Allowance is made in the specific budget of these committees for expenses related to meetings of the committees.

### **II.5. Publications Committee**

Allowance is made in the specific budget of these committees for expenses related to meetings of the committee.

### **II.6. Special Committees**

Allowance is made in the specific budget of these committees for expenses related to meetings of the committees.

### **II.7. Administrative personnel**

Expenses incurred by the administrative personnel (travel, accommodation, meals) when working on behalf of FENS will be reimbursed by FENS on the basis of original receipts.

### **II.8. Others**

FENS may ask any person to represent FENS for particular tasks. Expenses incurred by such persons (travel, accommodation, meals) when working on behalf of FENS will be reimbursed by FENS on the basis of original receipts and in accordance with the present guidelines.