



Guidelines for Reimbursements

**ICOH Mid-Term Meeting
March 13-15, 2008
Hamburg - Germany**



Guidelines for reimbursements

Foreword

These guidelines are aimed at providing basic indications to maximize ICOH financial resources.

In accordance with what stated by ICOH Bye-Laws (art. 1) and on account of its limited financial resources, ICOH Members are kindly invited to do their best to be funded by their affiliations.

The following guidelines were prepared following the instructions by the ICOH Financial Committee and in accordance with the international accounting procedures stated by auditors. The total amount of expenses shall not exceed what allotted in the three-year budget under expense item.

The basic principle for reimbursements is “expense account”.

1. ICOH Members having right to reimbursements

ICOH Officers, Board Members and SC Members have the right to be reimbursed for activities from assignment within ICOH. Any other ICOH Member has the right to be reimbursed provided he/she is in good standing and has received formal assignment by the President for ICOH institutional activities after the ICOH Secretary General has checked financial covering. Accompanying persons have no right to reimbursement.

2. Reimbursable expenses

Travel expenses as follows:

- air fare: for travels lasting less than 7 hours in all, economy class reimbursement is provided; for travels exceeding 7 hours the lowest business class tariff is suggested.
- Ground transport: economy class trains, buses, taxis. For city displacements it is strongly advised to use public transport. When using own vehicle mileage is reimbursed at €0.40 per kilometre.

Lodging expenses

- Hotel: accommodation in hotels 4 star max. No phone calls, refrigerator drinks or payTV will be reimbursed. It is advised not to reserve extremely expensive hotels unless for security reasons.

Food expenses

- Restaurant: lunch and dinner during the mission.

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3. Instructions for presentation of accounting documentation

Entitled ICOH Members shall fill in the reimbursement request with enclosed the original documentation of expenses to be reimbursed, and namely:

- air ticket, boarding pass and payment receipt by travel agency;
- train ticket
- bus ticket
- taxi receipt

- hotel bill
- restaurant bill.

Entitled ICOH Member shall attach to the request an acquittance by which he/she commits her/himself not to ask their affiliations a reimbursement for the same charges. The whole documentation shall be mailed to the Secretary General.

4. Instructions for reimbursement payment

Once the Secretary General has received the reimbursement request, he will check, on the basis of the documentation, what is actually reimbursable with respect to the ICOH member's request.

Reimbursements will be made in Swiss Francs through bank transfer. Expenses made with currency other than Swiss Francs will be applied the exchange rate of the transaction day. As indicated by ICOH Auditors, the exchange rates will be taken from website www.oanda.com. Transfer bank charges will be on the beneficiary's account. Finally the bank charges not brought to a successful conclusion because of beneficiary's bank information inaccuracy will be deducted from the reimbursable total amount.