The NWWAC reimbursement system is based on the following principles:

- A qualifying organisation must be a fully-paid member of the NWWAC in order to qualify for the reimbursement of travel and subsistence costs for their appointed representative;
- Where a qualifying organisation pays a single membership subscription, one appointed representative from that organisation is eligible for reimbursement for attendance at qualifying meetings. Where an organisation pays more than one membership subscription, the number of appointed representatives that qualify for reimbursement will be equivalent to the number of memberships held by the organisation;
- Observers are not eligible for reimbursement of travel and subsistence costs;
- To be reimbursed for participation in Focus Groups, the organisation must be a member of the General Assembly and at least one Working Group and/or the Executive Committee. Where there are a limited number of seats, a decision will be made by the Secretariat concerning appointed representatives and their reimbursement entitlements;
- Chairpersons of Working Groups, whose organisations 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;
- Reimbursement for representatives of member organisations attending non-NWWAC meetings are dependent upon prior approval of the NWWAC Secretariat;
- All reimbursements are subject to budget availability.
- Where activities have to be cancelled, every reasonable effort should be made by the member to recover costs already incurred, even if only part of the cost is refundable (e.g. claiming the tax element from a cancelled flight).
What can be claimed?

Travel costs

Travelling expenses incurred by representatives of member organisations from their place of work or residence, to the place of the meeting, will be reimbursed up to a maximum of €800. All modes of public and private transport deemed necessary for getting to and from official meetings will be reimbursed. Travel by taxi will not be reimbursed.

All bookings for travel by air or by train must be made at the most economical rate and member organisations are strongly advised to make bookings as soon as possible after written confirmation on the meeting venue and time is received from the NWWAC Secretariat.

Should a surplus remain in the travel budget at the end of the financial year (i.e. 30th September), it will be redistributed to provide additional reimbursement for travel claims over the €800 threshold.

The following travel costs will be reimbursed:

- Flight costs in tourist or economy class or cheaper (bag charges and seat selection fees included, change fees included only where necessary). The most economical travel rates should be used. Business class fares and open or flexible fares, will not be reimbursed unless duly justified;
- Public transport to and from the airport of departure from the place of work or residence;
- Public transport from the airport of arrival to and from hotel accommodation or meeting venue;
- Train Fares (second class) and economy bus fares;
- Parking fees and tolls;
- Travel by private car (calculated at the rate of € 0.22 for each kilometre travelled).

Subsistence costs

A daily allowance of a total of €192 may be claimed once a justified, overnight stay at the place of the meeting is required. The rate includes the cost of the hotel @ €100 per night and all other expenses @ €92 per day other than travel costs (e.g. food, drink, etc.).
The maximum number of nights may not exceed the number of meeting days +1 and currently the NWWAC can only reimburse a maximum of 2 daily allowances per trip. However, should there be funds remaining at the end of the financial year (i.e. 30th September), further reimbursement may be possible for legitimate claims where more than 2 night’s accommodation was required to attend a NWWAC meeting.

What to send to the NWWAC Secretariat?

- The completed Excel Reimbursement Form, signed by the official representative of the member organisation participating in the meeting;
- Scan of original flight confirmation tickets or scan of original invoices from travel agencies engaged to book flights, showing the class of travel, the time of travel and the amount paid. There is no need to send the original documents by post – however, please keep all the original documents until your claim is paid.
- In the case of non-AC meetings, the meeting report is required in order to claim reimbursement for costs incurred as well as the daily allowance;
- In the case of online bookings, the scan of the electronic reservation showing the class of travel, the time of travel and the amount paid as well as a scan of original boarding pass for any flight(s) taken as part of the outward journey;
- All scans of original tickets and receipts for public transport, parking and toll fees;
- A scan of original hotel receipt or invoice will be required to claim the daily rate;

All claims and supporting documentation must be sent to info@nwwac.ie.

If the organisation is a new member of the NWWAC or if the member organisation’s banking details have changed, please submit the banking details to NWWAC Secretariat in Word/PDF format, stamped and signed by the bank and your organisation to certify that the member organisation is the account holder. The Secretariat will keep these details on file for future payments.

N.B. The Secretariat cannot reimburse travel and subsistence costs without supporting documents.
**Deadlines**

- Reimbursement claims must be submitted to the Secretariat, along with supporting receipts, within **30 calendar days** following the final day of the meeting;
- Reimbursement claims for meetings held during the month of September (the last month of the NWWAC budgetary year) must be submitted within **14 calendar days** following the meeting, in order to allow sufficient time for the Secretariat to process reimbursement payments;

**N.B.** The Secretariat cannot guarantee the reimbursement of travel and subsistence costs received after these deadlines.

**Insurance**

Please note that NWWAC member organisation, observers of NWWAC meetings and invited experts should make their own arrangements for travel and personal accident insurance.

The NWWAC is not liable, nor may it be held liable for any material, non-material or physical damage suffered, travelling to or from a NWWAC meeting.

The NWWAC shall also not be liable for any material, non-material or physical damage suffered by participants at NWWAC meetings in the place where the meeting is held, unless such harm is directly attributable to the NWWAC.

Updated: March 2020