



CONSEIL CONSULTATIF POUR
LES EAUX OCCIDENTALES
SEPTENTRIONALES

NORTH WESTERN
WATERS
ADVISORY COUNCIL

CONSEJO CONSULTIVO PARA
LAS AGUAS
NOROCCIDENTALES

North Western Waters Advisory Council

Reimbursement System

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.



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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 €160 may be claimed once a justified, overnight stay at the place of the meeting is required. The daily rate includes the cost of the hotel and all other expenses 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 reimbursement form, signed by the official representative of the member organisation participating in the meeting;
- Original flight confirmation tickets or original invoices from travel agencies engaged to book flights, showing the class of travel, the time of travel and the amount paid. If an organisation needs to retain the original invoice or any other receipt, the Secretariat can only accept copy receipts on the condition that they are stamped by the member organisation as a "True Copy" or by providing a signed cover letter stating that the documents provided are unaltered copies of authentic originals.
- In the case of non-AC meetings, the meeting report is required in order to claim reimbursement for flight costs;
- In the case of online bookings, the printout of the electronic reservation showing the class of travel, the time of travel and the amount paid as well as the original boarding pass for any flight(s) taken as part of the outward journey;
- All original tickets and receipts for public transport, parking and toll fees;
- An original hotel receipt or invoice (or a copy, stamped by the member organisation as a "True Copy") will be required to claim the daily rate;
- If the organisation is a new member of the NWWAC **or** if the member organisation's banking details have changed, please complete the banking details section of the reimbursement form (page 2) and have it stamped and signed by the bank 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.



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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 2 weeks 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.

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