

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.
- Reimbursement for representatives of member organisations attending non-NWWAC meetings are dependent on the provision of a written report prior to/in conjunction with the submission of a reimbursement claim.
- 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).



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What can be claimed?

Travel costs

Travel 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 €600 (€800 in exceptional circumstances). All modes of public and private transport deemed necessary for getting to and from official meetings will be reimbursed. Travel by taxi and car rental **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.

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.
- Train Fares (second class) and economy bus fares to and from the place of work or residence to the city of the meeting.
- Travel by private car (calculated at the rate of € 0.22 for each kilometre travelled).

Taxi fares **will not be reimbursed.*

Subsistence costs

A daily allowance of a total of €220 may be claimed once a justified overnight stay at the place of the meeting is required. The rate includes the cost of the hotel @ €120 per night and all other expenses @ €100 per day.

The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. Travel time to and from the meeting is not covered by the NWWAC but should be covered by each organisation.

Where the meeting duration is less than a full day, half the daily rate (€50) is applicable. If food is provided at the place of meeting, the following will be deducted: €25 per lunch, €50 per dinner.

The maximum number of nights may not exceed the number of meeting days +1.

If the place of departure is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.





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What to send to the NWWAC Secretariat?

- The completed Excel Reimbursement Form
- Scan of original flight confirmation tickets, or scan of original invoices from travel agencies engaged to book flights, or copy of online booking confirmation 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.
- A copy of the boarding passes.
- A scan of original hotel receipt or invoice will be required to claim the daily rate.
- In case of a mileage claim, a screen shot of Google Maps showing the route taken and the kilometres driven.

All claims and supporting documentation must be sent to info@nwwac.ie within 30 days of the meeting date.

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.



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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 shall not be liable for any cancellation fees incurred by member organisations' representatives due to circumstances outside the NWWAC's control.

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