

Expenses Reimbursement Rules I ESPID Annual Meeting

These are reviewed annually by the Board. The last revision was in January 2012.

As previously, comments from members about these rules are welcome and should be sent to espid@kenes.ch.

Regards
Maria Tsolia
Secretary, ESPID

The table below summarizes those entitled to claim reimbursement relating to attendance of the Annual ESPID meeting.

	Registration	Travel ⁴	Accomm ⁶	Notes
Bill Marshall awardee for that year	X	X	X	Medal
ESPID Fellowship awardee(s) for that year	X	X	X	
Young Investigator for that year	X	X (up to €1000)	X	Prize EUR 1000 and medal
Meet the professor speakers 2-4	X	X	X	Paid from the budget of the congress bureau*
Educational Walter Marget Workshop speakers(maximum 3)	X	X	X	
Board members 6-8 (including members retiring or joining at the time of the meeting)	X	X	X	
Special guests of the Board, e.g. for special inaugurations, occasionally Presidents of other societies e.g. WSPID	X	X	X	
Chairman of the Committee for Scientific Affairs and Awards	X	X	X	
Chairman of the Committee for Clinical Affairs	X	X	X	
Chairman of the Research Committee	X	X	X	
Chairman of Committee for Education	X	X	X	
Chairman and members of the local organising committee (maximum 6) Plus maximum 6 members of the local organising committee	X X	X	X	Paid from the budget of the congress bureau*
Invited speakers of the scientific ESPID programme	X	X	X	Paid from the budget of the congress bureau*
Travel fellowships	X	X		Maximum total payment Euro 1000, reimbursed after the congress
Foundation Trustees	X			
Chairs of Scientific Sessions				No reimbursement
Auditors of accounts	X			
ESPID committee members (excluding Chairs)	X			
New ESPID Honorary member for that year	X			

Rules and procedures

1. If claimants register for the meeting and book and pay for accommodation and travel using standard procedures, these costs will be reimbursed in full after the meeting by the ESPID Treasurer (*or congress bureau as appropriate) to whom original documentation and receipts must be sent by post, accompanied by a letter summarizing the total amount of the claim.

2. Alternatively, arrangements for registration and accommodation bookings may be made directly via the congress bureau, without any advance payment being made, by those eligible. The congress bureau will require written clarification of entitlements to reimbursement and will seek this from the Treasurer direct where appropriate

3. However bookings are paid for, it is essential that registration and accommodation booking procedures are done via the Congress Bureau in a timely manner as without this information, the congress bureau has no attendance records with which to plan the meeting. People who do not register and book accommodation well in advance cannot be guaranteed a hotel room or reimbursement.

4. Claims for airfares must be made on the basis of best possible fare in Economy class from all regions. If claimants are flying Business class, the best available rate in Economy class for the concerned flights will be reimbursed..

Reimbursement of all travel costs will be done only after the meeting upon receipt by the ESPID treasurer (*or congress bureau) of original ticket coupons, boarding passes (which must be retained if claiming with an electronic travel ticket) and other tickets and receipts as appropriate. Receipts must be attached to a completed ESPID Expense Claims form, which must also be also signed (available on our website).

5. Costs of ground transportation both ways between home/base and home airport and between conference airport and congress will also be reimbursed. Rules: payment on production of original receipts only. Standard class (train) fares only where applicable. Car mileage is paid at standard rates as determined by ESPID. Maximum amount paid for any one ground transfer is Euro 100. Where organized congress transfers are available, it is expected that these will be used.

6. Accommodation refunds will normally be for a maximum of the 4 nights of the annual meeting (Tues – Fri) including bed and breakfast in one of the congress hotels (up to a 4 stars category hotel only). Reimbursement of additional nights is permitted for Board members and committee chairs to permit attendance of meetings relating to ESPID business.

7. No other expenses besides those above listed will be reimbursed.