

E.A.N. REGULATION FOR EXPENSE CLAIM

1. Field of application

This regulation applies to:

- the Executive Board members
- the members of working groups appointed by the General or Executive Board
- and any other persons who are charged by the Executive Board to perform tasks for the EAN

2. Travel expenses

Basically, only expenses and charges for following tickets or means of transport can be reimbursed:

- train ticket second class
- private car, 0,30 €/km
- hired car will be allowed and reimbursed only on permission of the EAN president (reimbursement up to the amount for public transport, to provide EAN office with the tariff of public transport is mandatory)
- flight tickets (economy class) are bought by the EAN office if otherwise the price must be approved by the EAN office (other tickets will not be refunded)
- tickets for public transport
- taxi - (reimbursement up to the amount for public transport, to provide EAN office with the tariff of public transport is mandatory). In certain cases (f.e. night time, transport of more people, fastest way of transport in regard to EAN meetings, transport of EAN meeting equipment), full reimbursement is possible.

Private cars can only be used:

- Other means of transport are not available (public transport has priority)
- Transport by private car is cheaper (f.e. two and/or more people in one car, transport of EAN meeting equipment)
- To destination within 500 km
- Other cases (reimbursement up to the amount for public transport, to provide EAN office with the tariff of public transport is mandatory)
- Fines cannot be reimbursed.
- The tolls paid on the way for the allowed EAN meetings for using highways can be reimbursed
- Parking taxes can be reimbursed (enclosing the receipts is mandatory)

3. Liability

The EAN disclaims any liability in connection with the use of private or hired cars as a driver or as a passenger as well as a traveller in means of public transports or in planes when travelling for the functions of the association. The exclusion of liability applies to all persons and property damages.

4. Accommodation costs

The EAN office is making accommodation bookings. If the accommodation is booked individually it must be approved by the EAN office before. Costs actually incurred can be reimbursed by presenting the corresponding receipts, when the persons concerned have to be present more than one day at a certain place for the functions of the EAN or when the return journey is not possible on the same day for reasons of distance.

Any additional costs, for example for mini-bar, Internet access, refreshments or other services, cannot be reimbursed.

5. Honorarium/fees/other remunerations

The EAN, as an association acting on a voluntary basis, does not pay any honorarium or other remunerations for its members and for activities performed in favour of the EAN. In certain cases, the Executive Board can conclude specific contracts.

7. Accounts

The members and other persons concerned have to present a separate account for each meeting or travel. They have to prove all expenses by corresponding receipts and enclose them to the expenses claim.

The expenses claims have to be presented to the treasurer within the period of 30 days after finishing the meeting or the travel. The treasurer is entitled to reject incorrect or incomplete claims by giving a statement of reasons.

8. Bank account

Bank account of EAN is located in Austria. Access to the bank account (incl. credit cards) is permitted to president, treasurer and executive director of EAN.

9. Payments



Payments are made cashless into the bank account of the invoice party. In general, the payments are made twice a month. The official EAN form should be always submitted including all receipts or original invoices (annexe). It is required to indicate the BIC and IBAN; otherwise the bank transfers cannot be made.

10. Exceptions/modifications of regulation/original text

The Executive Board is responsible to regulate all exceptions which are not stipulated by this regulation.

The General Assembly is responsible for modification of this regulation.

11. Coming into effect

This regulation was approved by the General Assembly on 17th April 2020 in Lisbon and will come immediately into effect.

This regulation replaces all previous regulations or instructions regarding expenses or recommendations for reimbursements of the EAN regarding expenses, incl. appendixes.