

Reimbursement of Expenses

Adopted by the UEMS Enlarged Executive at its meeting in Brussels on 12-13 June 2009

Endorsed by the Board of UEMS at its meeting in Istanbul on 16 October 2009

UEMS is now a major international Medical Association. To allow progress for the future, UEMS must maintain contacts not only with the other Medical Organizations from Europe but elsewhere and particularly continue to strengthen links with the European Commission and the European Parliament.

Unfortunately, in spite of extra income from other activities, UEMS finances are limited. This obliges all of the Executive and any other persons representing UEMS to avoid unnecessary expenses and to limit their charges to a reasonable minimum. In this context attention should be drawn to article 20 to the Rules of Procedure:

“ Justified traveling, living and entertaining expenses of members of the Executive Committee, instructed to carry out clearly defined missions, are only to be paid by the UEMS, if the members of the executive have been given due mandate in writing, by the President and General Secretary.”

In each case, the UEMS representative should consider his/her expenses against the background of limited resources. This means that economical ways of traveling and lodging have to be used.

As a general rule travel and subsistence expenses should not exceed the amount stated:

1. Travel expenses: Rail : first class fare
Air: budget/economy-class fare
Car: kilometer rate of € 0.25/km
Taxi: only if no other transport is available
Bus/metro: local rate/journey
2. Accommodation and daily subsistence: € 220 in total
3. Expenses can only be paid against receipt of invoices apart from bus/metro where discretion will be applied.

The daily subsistence allowance applies to expenses directly related to the UEMS function.

When higher expenses need to be made, consultation beforehand with the President and the Treasurer should take place.

Declaration of all expenses has to be sent to the UEMS office with the corresponding invoices/documents at the latest 30 days after the meeting.

The payment of expenses will be settled in 30 days calculated from the date of reception of the corresponding documents (bills from travel, hotel, taxi or other expenses). The reimbursement of expenses will be made conditional to the submission of a written report to the rest of the Enlarged Executive.

In all cases the reimbursement will not exceed the actual expenses.

In case of conflict, the Treasurer will consult with the President to find an acceptable solution to the financial problem.

Dr G. Berchicci
Treasurer of the UEMS
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