



Integrating  
the Healthcare  
Enterprise

## **IHE-Europe Travel Policy**

As of 2 June, 2024

Travel reimbursement rules are governed by the IHE-Europe Travel Policy that is revised annually as needed by the Executive Committee.

### **1. Context**

To fulfil the mission of IHE-Europe, IHE-Europe Officers, Directors, Contractors, and any other staff person of IHE-Europe may need to travel. This document defines the rules for travel approval, booking and reimbursement. For project expenses, including European Commission projects, additional rules or constraints may apply.

### **2. Travel Approval Decisions**

The traveller needs to request approval for the travel as early as reasonably possible. Travel approval is connected to the approved budget and the delegation of powers. The Financial Manager reports periodically to the Executive Committee for oversight.

If needed, staff members can request cash advance for a trip and include it in the final expense report, so that only one expense report is filed per trip.

### **3. Travel Booking**

The expense level for the travel means must be reasonable and cost efficient, the traveller is expected to apply common sense and make use of public transportation whenever possible or available. More specifically:

- For the reasonable average combined cost of accommodation, meals, local travel within the place of mission and sundry expenses the EU Commission per diem rates shall be used as a guidance. [Please see here.](#)
- For flights this is usually Economy class and trains 2nd class.
- For intended travel by own car the cost efficiency of a rental car shall be evaluated (use of own car will be reimbursed with €0.35 per km or the national tax-regulated fee, whichever is the lower. Traveller has ensured that such use is covered in the car's insurance and acknowledged that any penalties by the car insurance, e.g. in case of an accident, are not reimbursed by IHE-Europe.)

Exceptions may be allowed for all the above points on a case-by-case basis with approval from the co-chairs.

#### **4. Travel Expense Reimbursement**

Reimbursement of travel expenses will be made after the traveller's or the traveller organisation's request for reimbursement of the travel cost. To that extent, an electronically signed expense report with copies of receipts (e.g., hotel, flight booking, food expenses) and tickets (e.g. public transportation; boarding passes are not needed) needs to be sent to the IHE-Europe Secretariat (finance@ihe-europe.net). Expense reports shall be submitted for approval within 60 days after the travel end date; failing to file an expense report within the allowed timeframe may result in non-acceptance. Travel expense reports are approved according to the delegation of powers for travel approval. Payment of the travel expenses will be made according to the payment procedure of IHE-Europe.

For the IHE-Europe User Co-Chair and Deputy User Co-Chair, the following additional rules apply:

- Reimbursement for two annual Steering Committee meetings. The total reimbursement will not exceed 1,000€ per meeting and 2,000 € for the whole year (except with the expressive agreement of the Executive Committee when duly justified by the applicant);
- Reimbursement for one International IHE meeting per year, with a maximum amount of 2,000 €.