



Integrating  
the Healthcare  
Enterprise

## **IHE-Europe Travel Policy**

As of April 14, 2021

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**

After approval the traveller or the traveller's organisation books the travel. 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:

- Hotel: Maximum of €150 (including taxes and breakfast) per night. Exceptions may occur when during special events hotel prices have been raised.
- Food and beverages: Max €50 per day.
- Train tickets: For short distances below 100km: 2nd class ticket, for longer distances: 1st class ticket.
- Flight tickets: Economy class pricing (best-fare, possibly non-refundable). Guideline for maximum flight tickets fares: €600 in Europe and €1,500 for non-European destinations per trip.

- Use of own car: €0.35 per km or the national tax-regulated fee, whichever is the lower.

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 originally signed expense report with original receipts (e.g., hotel, flight booking) and tickets (e.g. public transportation; boarding passes are not needed) needs to be sent to the IHE-Europe Secretariat (secretariat@ihe-europe.net, IHE-Europe, c/o ESR, Am Gestade 1, 1010 Vienna/Austria. 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 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 €.