

EONS Travel & Reimbursement Policy

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Introduction

This document outlines the travel, accommodation, and reimbursement policy of the European Oncology Nursing Society (EONS asbl/vzw) for all the EONS Board members, EONS Staff, and contractors, invited guests, speakers for EONS events, Working Group members, and anyone whose travel, accommodation, and supplementary costs are to be reimbursed by EONS. Adherence to this policy is essential for ensuring the responsible use of EONS funds and minimizing our environmental impact.

This policy is designed to ensure that all EONS travel and accommodation expenditures are reasonable, cost-effective, and comply with the relevant financial regulations and guidelines. It is especially important to note that when EONS events are co-funded by EU grants, specific reimbursement rules apply, which must be followed strictly.

Claims for reimbursement should be made within 30 days of the travel taking place, and the right for expense reimbursement will expire 60 days after the travel date. Please note that EONS withholds 4 weeks for processing the expense claim from receiving the correct format of it. However, it is important to submit the claim within the initial 30-day period to ensure eligibility for reimbursement within the 60-day timeframe.

Purpose

The purpose of this policy is to:

- a) Provide a transparent and consistent procedure for approving and reimbursing travel arrangements and expenses.
- b) Define the scope of travel expenses covered by EONS; and
- c) Ensure adherence to EONS policies, procedures, EU Grant regulations and guidelines, and applicable financial laws and regulations concerning travel expenses.

Scope

The policy applies to all the EONS staff, contractors, EONS Board Members, as well as all invited guests, speakers for EONS events, Working & Task Groups members (related to projects), and any other individuals travelling on behalf of EONS.

This policy covers all travel-related expenses incurred during official EONS business, including travel, accommodation, and subsistence (the costs associated with food and drink while travelling for business purposes).

However, please note that this policy does not cover the following:

- Work-related daily commutes to and from the office. EONS reimburses commuting expenses in accordance with the terms of each employee's contract or agreement with our company.
- Travelling with a partner, spouse, or other personal companion is considered a personal expense and is therefore outside the scope of this travel policy. EONS will not provide any reimbursement or financial support for travel expenses incurred by companions, regardless of the reason for the travel.

All expenses must be properly documented and submitted for reimbursement in accordance with the procedures and format as outlined in the policy.

Travel and Expense Claim Guidelines

- Management should announce 5-8 weeks in advance that travel bookings can commence, allowing sufficient time for booking and any necessary adjustments
- All reimbursements will be made after the event
- Travellers are expected to submit the **Travel Expense Claim** within 30 days of the travel taking place.
- If you have a valid cause for not submitting expenses within that time frame, this needs to be communicated to EONS COO (eons.director@cancernurse.eu) before the time frame expires.
- Should the travel to specific events be co-funded by EU grants, specific reimbursement rules apply, which must be followed strictly.
- Travellers must submit separate "Travel Expense Claims" for company-paid expenses and personal expenses, including receipts/invoices. (Company-paid expenses cannot be claimed for personal reimbursement.)
- An invoice and/or receipt must be provided for each flight purchase, booking confirmation or an e-ticket are not considered a valid financial document.
- Receipts must be scanned individually, in a readable manner and scaling.

Failure to submit a "Travel Expense Claim" that is properly filled, compliant with international bank information, and adheres to the requested format may lead to delays in reimbursement processing. It is important to provide all required receipts as per the given guidelines to avoid potential reimbursement rejection or delays. The EONS staff (eons.finance@cancernurse.eu) reviews the "Travel Expense Claims" and requires up to four (4) weeks for processing reimbursement payments after the expense claim is approved for payment.

Travel arrangements

Travel booking

Flights/Train

To ensure cost-effective travel, we recommend booking travel arrangements as early as possible to take advantage of lower prices.

All Travellers, ***including invited guests or speakers*** are advised to promptly make travel arrangements, securing the best prices, soon after accepting the invitation to become a speaker.

The maximum reimbursement amount for a return flight across Europe is capped at 500€.

If the cost of the flight exceeds this amount, it must be approved by the EONS COO **before booking** (eons.director@cancernurse.eu). **Additional costs without pre-approval will not be reimbursed.**

When booking flights, prioritize the cheapest direct route that fulfils the Traveller's work/visit/meeting requirements. However, if a cheaper option with an additional stop is available, it should be considered, considering the potential time spent travelling and the cost savings. The decision should be based on the specific circumstances of the trip.

By setting a threshold for flights and requiring approval for costs that exceed this amount, the policy aims to ensure that travel expenses are reasonable and justifiable.

Travel by car:

Travel by personal vehicles for business purposes is permitted only for local transportation, such as to and from the airport and/or train station

Non-local travel by car must be pre-approved well in advance of the travel date, and the distance travelled must not exceed 200 km for one-way travel. Any exceptions to this policy must be approved by EONS COO (eons.director@cancernurse.eu) and documented in writing.

Claims for car travel must be made in accordance with the official reimbursement rates per mile/km. Each country has its own rules related to the reimbursement of mileage, including maximum reimbursement rates per mile/km. The mileage reimbursement rate doesn't solely consider the price of petrol/diesel for the country in which the travel was undertaken. Toll fees and parking expenses will also be reimbursed in accordance with relevant receipts and expense documentation. Please note that reimbursement claims for car travel that do not comply with these guidelines may not be approved.

Accommodation

The accommodation policy for EONS travel states that all travel accommodation must be reserved in single rooms, with double rooms only booked if they are the same cost as single rooms and preferred by the Traveller.

The hotels selected should be rated 3* or 4* stars to ensure a certain level of quality and convenience. **Standard room accommodation including breakfast**, (additional options are at your own costs).

One important consideration when selecting accommodation is the location in relation to the venues that will be visited during the trip. Choosing hotels that allow for convenient transit to and from these venues is strongly encouraged to minimize travel time and costs.

In summary, the policy aims to provide comfortable and convenient travel accommodations while keeping expenses reasonable and approved by the appropriate authorities.

Travellers are expected to choose accommodations that are reasonably priced and appropriate for the trip. EONS has a threshold of **250€ per night**. Any price exceeding this threshold must be pre-approved by EONS COO (eons.director@cancernurse.eu). Accommodation, same as flight/train, should be booked in advance to ensure availability and to take advantage of any discounts or special rates that may be available. Travellers are responsible for providing invoices and documentation to support their accommodation expenses. The hotel invoice must be issued to a Traveller's name.

Please be aware that

- The booking confirmation is not an official, financially compliant document. Especially if you booked your accommodation on a platform like booking.com, always ask the hotel for an invoice when you check out.
- The invoice for your accommodation should be addressed directly to you. So please use your personal address NOT to EONS.

Subsistence

All meals (breakfast, lunch, dinner, refreshments) are covered up to an amount of **€50**, - per day per person.

You will have to keep and send us the receipts for your lunch/dinner/refreshments with your "Travel Expense Claim".

Reimbursements for official dinner expenses, such as hosting dinner for workshop participants or evening meals for congress speakers, **require** an accompanying **list of names** specifying the recipients of the dinner.

Use of taxis, UBER, etc.

Concerns all EONS Board members, EONS Staff and contractors, invited guests, speakers for EONS events, Working Group members, and anyone who travels on behalf of EONS.

For the transfer of the Traveller between airports and/or train stations to their destination, the use of public transport connections is highly encouraged.

- Public transport options such as hotel or airport shuttle buses, trains, trams, or buses should be the first choice for Travellers whenever possible.
- It should be noted that the use of taxis/Uber is limited to situations where public transport connections are problematic, such as when a destination is not served by public transport or when public transport connections are unavailable during certain hours (very early/late departure or arrival). This must be pre-approved by EONS COO (eons.director@cancernurse.eu) if it is not due unexpected event such as delayed flights.
- Taxis/Uber can also be used in circumstances where a Traveller has a disability, is unwell or has heavy luggage, or when the schedule is pressing due to unforeseen delays, and time is of the essence.
- It is important to note that the use of taxis in these situations is not considered the norm and should only be used when necessary.

This approach to travel not only promotes sustainable travel options but also helps to reduce the environmental impact associated with transportation.

Travel Insurance

All the Team members and Board members, and anyone travelling for EONS, should have their personal travel insurance in place before they travel. Travel insurance should cover medical expenses, emergency evacuation, trip cancellation or interruption, and personal liability. It is the responsibility of the Traveller to ensure that they have suitable travel insurance before they depart.

Travelling with a non-EONS Staff

All additional costs for the traveller, are not included in the Subsistence reimbursement of the daily rate of €50, -

The policy permits the EONS Staff, Board Members or Working Group members to share the booked hotel with a partner, friend, or family member if it does not result in additional costs for EONS. You can, for example, host your spouse, friend, or family member if we've already reserved a place for you with appropriate space. If a room upgrade, to accommodate a spouse, friend, or family member, is needed, it must be done by the traveller (not to be arranged by EONS Staff). The traveller, travelling with his/ her spouse and sending expenses claim to EONS will need to be responsible for the additional costs, no such costs should be part of the claim. The traveller should provide screen shots) of the cost difference at the time of booking (single vs. double room cost). Keep in mind that you will be held liable for any expenses or damages incurred by this person.

For the duration of the trip, we will not refund any expenses for your companion.

Travel outside the European Union and The Schengen Area

In the event of cooperation with other international (overseas) associations and if there are specific collaborative plans in place, it may be possible to cover travel expenses from outside of Europe. However, it is important to note that such arrangements must be properly budgeted for and coordinated accordingly. Generally, EONS does not reimburse or cover travel costs for travelling outside of Europe, including expenses related to visas or travel documents needed to enter the country. Travellers are responsible for covering any costs associated with their travel overseas unless they are employees of EONS or there is a specific collaboration in place and appropriate budgetary provisions have been made.

When travelling outside of the Schengen Area, it is the responsibility of the traveller to determine whether they require a visa to enter the country where the EONS event is taking place. Travellers are responsible for ensuring that their passport and other travel documents are valid and meet the requirements of the country they will be travelling to. No travel expenses can be claimed if the traveller does not check and is subsequently denied entry into the country due to incorrect or invalid travel documents. It is the responsibility of the traveller to ensure that they have obtained the necessary visas and travel documents, and to confirm their validity prior to travel.

If a traveller is unsure about the visa or travel document requirements, they should contact the appropriate embassy or consulate for the country they will be travelling to well in advance of the trip.

EONS will not be responsible for any expenses incurred by the traveller if they are unable to enter the country due to issues with their travel documents. Therefore, it is imperative that traveller follows the necessary steps to ensure they have the proper documentation and permissions to enter the country of their destination.

Event Co-funded by the European Commission Grant

If the event is co-funded by an EC grant. As such, specific guidelines apply to reimbursements as required by the particular EC programme. For travel expenses, a specifically provided **EU Travel Expense Claim** must be used for reimbursement (will be provided by the EONS Projects Officer). Original receipts must be mailed via post to EONS at the following address (postage costs can be included in the claim):

European Oncology Nursing Society asbl/vzw
c/o BLSI Clos de Chapelle-aux-Champs 30, bte 1.30.30
1200 Brussels, Belgium

Annex

Before submitting their “Travel Expense Claim”, travellers are advised to review the Annex of this travel policy, which offers examples of correctly scanned receipts, why we need IBAN, how to fill the claim in different currency than EUR, what is the correct format of submitting the claim to EONS etc. By doing so, they can ensure that their Travel Expense Claim meets the specified standards. It is crucial to dedicate sufficient time to carefully review the annex and adhere to the provided guidelines, as failure to provide proper documentation may lead to reimbursement delays or the rejection of the expense claim.

Data Protection

By submitting the “Travel Expense Claim” form to EONS asbl, you are claiming the reimbursement of your travel, accommodation, and subsistence.

The protection of your data and the observance of your right of informational self-determination regarding the collection, processing, and use of your personal data is important to us. We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption or destruction. We use technical measures such as encryption and password protection to protect your data and the systems they are held in.

If you are submitting information on behalf of others for travel purposes or otherwise, you represent that you have their permission, agreement and full authorization to provide this information to us. EONS asbl reserves the right (a) to ask you to provide evidence of your authority at any time during, or even after, the submission process and (b) to contact those individuals to confirm your authority at any time.

If we determine that your authority has not been properly obtained, we may immediately and without notice to you discontinue your authorised use of those features from EONS asbl for which you have registered.

To assess your query and, if approved, proceed to the reimbursement of your travel costs, you will have to provide the following information as requested on the “Travel Expense Claim” form:

- your first and last name (or paying organization)
- your personal address (or paying organization)
- your bank details in an international format (IBAN) (or paying organization)
- the account currency of the bank account

The data you provide will only be used to reimburse your travel and accommodation costs and will be stored on the iCloud storage space of EONS asbl.

EONS asbl will collect and store all personal data for membership, expense claims, and the preparation and execution of EONS education meetings, ECND/Workshop events, and congresses. In accordance with data protection and other applicable laws, sensitive data will be deleted after educational meetings and congresses, workshops, events, whereas personal data, payment history, any other, and correspondence will be stored for the period prescribed by law. As a rule, EONS asbl will not store any credit card data.

The personal data will be communicated to the accounting firm **PKF Bofidi Accountants & Advisers**, Kantersteen 47, Central Gate, 1000 Brussel (www.bofidi.eu) and to the auditor firm **CdP De Wulf & C° SRL** Square de l'Arbalète 6 1170 Brussels, Belgium (www.cdp-partners.be) for financial and legal reasons.

You have the right to access, change or delete your personal data at any time. If you agree to the use of your data for one or all our services, you always have the right to withdraw your agreement at any time. For that matter, please do not hesitate to contact us directly at the email address – eons.director@cancernurse.eu .