# Financial policy

## Eurotransplant International Foundation

### Preamble

This document is meant to provide guidance on the Eurotransplant (ET) foundation's travel and expense policies and applies to;

- Members of the Supervisory Board
- Members of the Council of Administration
- Members of the Council of Medicine and Science
- Members of the Eurotransplant Advisory Committees
- Invited speakers/chairmen of a Eurotransplant Congress

Hereafter referred to as "travelers".
The foundation will reimburse travelers for foundation-related costs to the extent that such expenses comply with this policy. Any expenses non-compliant with this policy will not be reimbursed.

#### *General Eligibility Requirements*

Travelers will be reimbursed for expenses in relation to meetings organized by Eurotransplant, subject to limitations of the Policy. Members are encouraged to request that their institution absorb the costs of attending meetings, when possible.

### Transport

#### *Airfare/Rail costs*

All international air travel must be booked via the Eurotransplant Travel Request Form. All travels booked by the traveler will not be reimbursed unless approved by Eurotransplant prior to booking. Eurotransplant will obtain a low-cost economy fare that will accommodate the travelers' needs. Business class tickets may be booked for international flights of more than six (6) hours consecutive airtime.

Additional fees resulting from airline ticket changes will be paid by Eurotransplant if the changes are related to a related Eurotransplant meeting. Travelers who request ticket changes for other reasons will be responsible for all fees that are incurred. Changes in airline ticketing due to emergencies will be handled on a case by case basis.

If a traveler requests to leave a Eurotransplant event early, he/she must request the possibility to be booked on an earlier flight at the Eurotransplant secretariat. The Eurotransplant secretariat will inform at the airline carrier if there is a possibility for the passenger to go "on standby" if it is available. If the traveler chooses to book a confirmed seat on an earlier return flight the traveler will be responsible for all fees incurred. Leaving due to emergencies will be handled on a case by case basis.

To cut costs Eurotransplant will book back-to-back tickets and/or round-trip airfares for a one-way-trip.

Travelers should request airline reservations at the Eurotransplant secretariat at least one month in advance of travel if the meeting has been organized in a period of three months prior to the travel date. In case of meetings being organized within three months prior to date, travelers are requested to book their flights at least two weeks in advance of travel. Should this not be possible travelers are requested to contact the Eurotransplant secretariat with an estimated date of booking.

#### *Rail costs*

Travelers will be reimbursed for rail tickets to a Eurotransplant meeting. Travelers may acquire first class coach fare tickets in a flexible rate.

*Exceptions*
Exceptions on the regulations above can be made only after receiving written approval by the Eurotransplant General Director.

*Public transport*
Public transport is the preferred ground transportation method. If not possible Eurotransplant encourages sharing a taxi with other travelers of a meeting.

*Insurance*
Neither the foundation nor its liability insurance will cover any accidents that occur when a person rents a car for a foundation business trip. The foundation will not reimburse the traveler for the costs of additional insurance.

*Mileage*
Mileage from use of a traveler's personal vehicle is reimbursed at the current rates established by the Dutch *Belastingdienst* (Dutch Tax Authority).

*Parking fees*
Eurotransplant will reimburse parking fees at the airport or meeting location from which the traveler departs, and mileage driven between the airport and the travelers' home or office.

## Hotel reimbursement

If necessary, Eurotransplant can book overnight accommodations for the number of nights necessary to conduct Eurotransplant business on request. When making this decision Eurotransplant staff will take into account the distance between the departing and destination cities, time zones crossed and the flights available to and from those cities. Eurotransplant will always book the lowest fare for a double room, including city taxes and breakfast. All other expenses will not be reimbursed.

## Eurotransplant Annual Meeting

In case of the Eurotransplant Annual Meeting congress, the chairs of the Eurotransplant Advisory Committees will be reimbursed for their registration fee, one nights' accommodation (single use) including breakfast and travel costs (including transfers).

Invited speakers and chairs shall be reimbursed for their registration fee, one-night accommodation (single use) in a standard room including breakfast and travel costs (including transfers).
For speakers outside Europe, invited speakers and chairs shall be reimbursed for their registration fee, two nights' accommodation (single use) in a standard room including breakfast and travel costs (including transfers).

## Non-reimbursable expenses

Non-reimbursable expenses are listed below and include;

- individual meal costs during travel
- business or personal phone calls
- Rental car fees
- Loss or delayed luggage and contents
- Air travel insurance
- Airline upgrades
- ATM fees
- Foreign exchange fees
- Charges incurred for personal travel days
- Any other personal charges.

This list is not exhaustive: there may be additional or similar non-reimbursable expenses not listed. Please contact secretariat@eurotransplant.org in case you have any questions.

## Filing reimbursement forms

To request reimbursement from Eurotransplant the traveler must complete and submit an Expense Reimbursement Form including receipts. The person requesting reimbursement must sign the Expense Reimbursement Form.

## Remuneration

All members of the Eurotransplant Councils and committees shall not receive a salary or other financial benefit for expenses incurred in the course of normal Eurotransplant duties.
Members of the Supervisory Board shall receive a monthly compensation in line with the *Dutch Governance Code Healthcare.*