



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

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Reimbursement of Travelling and Accommodation Expenses For UEMS Meetings and Activities

*Adopted by the UEMS Enlarged Executive at its meeting in Larnaca on 17 October 2012
Amended in April 2023*

The key functions of UEMS include organising meetings of UEMS bodies, maintaining contacts with European and other Medical Organisations, and continuing to strengthen links with the European institutions.

UEMS recognises the value of face-to-face meetings when building relationships and addressing difficult issues. **As a modern organisation UEMS also accepts its responsibility to reduce its environmental impact and to limit the costs in both time and money of all its activities.** Before considering the options the environmental and financial impact should be reviewed. If face-to-face meeting and therefore travel is deemed essential, UEMS officers (Executive, EEC, S&B and all others including staff) and other persons representing UEMS, should avoid unnecessary expenses and limit these to a reasonable minimum. This guide is aimed to help colleagues treat UEMS funds with prudence and consideration.

In this context attention should be drawn to Article 20 of the UEMS Rules of Procedure regarding expenses of the UEMS Executive. ***A similar approach could be applied by each UEMS body:***

“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.” Therefore, use of telecommunication and messaging technologies is recommended whenever they can replace travel. The rules established in this document apply to everyone applying for reimbursement of travel, accommodation, and subsistence expenses by UEMS.

All expenses must be related to the UEMS activities and all costs such as accommodation and subsistence (meals, beverages, transport) expenses should not exceed the amounts stated below.

In case of conflict or extraordinary circumstances for the UEMS officers (see above), the Treasurer will consult with the President AND Secretary General to find an acceptable solution to the financial problem.

For individual UEMS bodies, their bureau is invited to consult with the Treasurer if advice is needed.

Dr Othmar Haas - Treasurer of the UEMS
April 2023

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Guidelines for Expenses for UEMS Duties

Where another organisation is responsible for the expenses of a UEMS officer attending a meeting, these should be claimed by that route. Additional expenses generated by UEMS responsibilities should be claimed. In all cases the total reimbursement will not exceed the actual expenses.

1. Travel expenses:

Colleagues are reminded to book in advance where possible. If a cheaper ticket is booked initially and then a further ticket is booked because of changed arrangements, an explanation of why two tickets are required for the same event should be provided.

Rail:	first class fare
Air:	budget/economy-class fare – flights above 650€ require pre-authorisation from Treasurer
Car:	kilometre rate according to current regulations in Belgium
Taxi:	if no other transport (including private car) is available / or takes too much time / or any other legitimate reason
Bus/metro:	local rate/journey
Bicycle:	kilometre rate according to current regulations in Belgium or cost of hire.

2. Accommodation and daily subsistence: € 275 in total

In each case UEMS officers (see above) should consider their expenses against the background of limited UEMS resources. They should make travel and accommodation arrangements on their own. UEMS Office can provide assistance in particular cases.

- The number of nights subject to reimbursement is linked to the event duration and will not usually exceed 1 more night than the event duration in days. Two additional days is possible with separate explanation e.g. if staying extra day allows a cheaper flight which is greater than the cost of the hotel.
- In case of conferences or official meetings rooms should be booked according to the event location and programme.
- The reimbursement of a double-room will be based on single occupancy/single-room rate. Additional charges for a larger room/second person should be identified so they can be deducted. The difference will not be covered.
- Meals and beverages can be only refunded based on the event timeframe including transportation time.
- If no accommodation costs are reimbursed the costs of meals and beverages reimbursed should not exceed **90 EUR per day**.
- Expenses will only be paid against receipt of invoices apart from bus/metro or other small contactless purchases where discretion will be applied.
- Declaration of all expenses must be sent to the UEMS office with the corresponding invoices/documents within two calendar months of the end of the meeting.

The payment of expenses will be settled in 30 days calculated from the date of receipt of the corresponding documents (bills from travel, hotel, taxi or other expenses). **The reimbursement of expenses will usually be conditional to the submission of a written report to the relevant UEMS body.**

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Annex 1 – Expenses by UEMS Bodies e.g. to Section & Board Officers

UEMS is a complex organisation run by doctors in addition to their normal work and life. As they give their time freely, it is important that they should not be ‘out-of-pocket’ for expenses related to their duties.

Expenses should be fully documented before they can be reimbursed.

The principles outlined above apply.

It is the responsibility of those working within UEMS bodies to understand these principles and ensure that they collect and provide accurate documentation for all expenses. Without evidence of expenses, it is not possible to authorise a refund of these expenses.

It is the responsibility of the UEMS Body’s Treasurer to ensure that expenses are fully documented before refunding and that the reason for those expenses are recorded accurately so that they can be audited in detail if necessary.

Where clarification is needed, advice from the UEMS Treasurer can be sought.

- all the above applies for travel expenses for Presidents, Secretaries and Treasurers
- ***all other members of UEMS bodies must have permission in writing before booking any travel***
- before payment in UEMS Bodies clearance must be signed by the Treasurer. In the case of Treasurer’s expenses, they should be signed by President AND Secretary.
- ‘Signing’ is a physical signature on a paper document, an electronic signature or a confirming e-mail.

Annex 2 - Rules for the reimbursements to the UEMS Vice-Presidents

As already stated in the document on “Reimbursement of expenses”, the UEMS will cover travel and accommodation costs for Vice-Presidents invited to attend the meetings in compliance with its internal regulation. Where a Vice President would be attending the meeting in another representative role, for example attending Council meetings (April, October) as the head of delegation for a Section or a National Medical Association, the additional expenses caused by attending the Expanded Executive or other meetings would be covered by UEMS, but the expenses of the Council meeting would be met by the organisation which they will represent at the Council meeting.

Meetings covered by UEMS:

All UEMS meetings where the Vice-Presidents are not attending in another role e.g. as NMA rep.

- UEMS Enlarged Executive Committee (EEC) meetings
- EEC meetings before other UEMS meetings, as the Council
- EACCME meetings
- ECAMSQ meetings
- Task Force meetings (one day)

All meeting where the Vice-Presidents represent UEMS Executive

- Sections & Boards, Working Groups – Standing Committees
- Task Forces
- Meetings of Sections, Boards, MJs, etc
- EACCME, CESMA, other meetings approved by the UEMS Executive Committee upon motivated request.

Annex 3 - Reimbursements to the Chairs/Secretaries of UEMS Groupings.

The Rules of Procedure dictate that the Chairs and Secretaries of Groupings must be either the President or Secretary of their own Section. The UEMS recognises that if all the expenses for their roles within the Groupings fell onto their Sections this could discourage applicants from UEMS Sections with limited financial resources. Also the Grouping Chair or Secretary's role within their Section may end before their role as a Chair of Grouping finishes. This Annex is written to be open, transparent, fair and with a clear objective to fill these important posts based only on talent and ability.

The UEMS will cover travel and accommodation costs for Chair/Secretary of Groupings if they are invited to attend the meetings in compliance with its internal regulation as defined in this document "Reimbursement of expenses".

For Council meetings (not necessary because at every Council meeting there are Grouping meetings and their Section is / has to be part of this grouping) expenses would be paid for meetings when their role in the Section has ended

When the Chair of a Grouping is going to Chair the Advisory Board, their travel and accommodation will always be provided by UEMS.

The expenses for Grouping Chairs/Secretary will be included in the UEMS 'Management Fee' and therefore shared across all UEMS bodies.

To avoid confusion, the Chairs/Secretaries will confirm with the UEMS Treasurer before the meeting whether their Section of UEMS will be responsible for the expenses. Initial contact can be informal, but the final agreement will be in writing by e-mail. The UEMS Treasurer's decision is final

Examples of meetings which would be covered for Grouping Chair and Secretary:

- Council Meetings at which their Section could be represented by another member of the bureau who is planning to attend.

Examples of meetings which would be covered for Grouping Chair

- Council Meetings where the Grouping Chair will Chair the Advisory Board
- The UEMS Enlarged Executive Committee (EEC) meetings (for Grouping Chairs)
- The EEC meetings before other UEMS meetings, as the Council, the EACCME meetings, the ECAMSQ meetings, the Task Force meetings (one day)
- All meeting where the Chair of Groupings represent UEMS Executive
 - o Sections & Boards which are not the Chair's own Section/Board.
 - o Working Groups – Standing Committees, Task Forces, EJD, EACCME, CESMA
 - o other meetings when approved by the UEMS Executive Committee upon motivated request.

Examples of meetings which would not be covered

- Council meetings where the Chair/Secretary is personally presenting an ETR or other significant business across the duration of the meeting.

NB If a Grouping Chair is due to Chair an Advisory Board where their ETR is to be presented, it would be best to swap the role with another Grouping Chair to avoid conflict of interest during the AB meeting.