



UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES EUROPEAN UNION OF MEDICAL SPECIALISTS

Association internationale sans but lucratif

International non-profit organisation

RUE DE L'INDUSTRIE, 24

BE- 1040 BRUSSELS

www.uems.net

T +32 2 649 51 64

info@uems.net

REIMBURSEMENT OF TRAVELLING AND ACCOMMODATION EXPENSES FOR UEMS MEETINGS

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Reimbursement of Expenses

Adopted by the UEMS Enlarged Executive at its meeting in Larnaca on 17 October 2012

Revised version in JUN 2022

For proper functioning UEMS has to organize meetings of UEMS bodies, to maintain contacts with European and other Medical Organisations, and continue to strengthen links with the European institutions.

These activities significantly contribute to UEMS expenses and Executive, and other persons representing UEMS, have to be conscious of costs incurred, to avoid unnecessary expenses and to limit their charges to a reasonable minimum. In this context attention should be drawn to article 20 to the Rules of Procedure:

“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 each person applying for reimbursement of travel, accommodation and subsistence expenses by UEMS.

As a matter of principle, the expenses must be related to the UEMS activities and all class of costs such as accommodation and subsistence (meals, beverages, transport) expenses should not exceed the amounts stated below:

1. Travel expenses:

Rail: second class fare

Air: budget/economy-class fare

Car: January 1, 2025 – March 31, 2025: 0.4290 EUR/km

April 1, 2025 – June 30, 2025: 0.4320 EUR/km

<https://www.partena-professional.be/fr/nos-connaissances/infoflashes/indemnité-kilometrique-plus-elevee-partir-du-1er-janvier-2024>

Taxi: only if no other transport (including private car) is available

Bus/metro: local rate/journey

2. Accommodation and daily subsistence: € 275 in total

In each case UEMS EC/EEC Members, Representatives and Employees should consider her/his expenses against the background of limited UEMS resources and use economical ways of transportation and accommodation. They should make travel and accommodation arrangements on their own. UEMS Office can provide assistance in particular cases.

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The number of nights subject to reimbursement must stick to the event timeframe:

- A one-day meeting: 2 nights will be covered
- A two-day meeting: 3 nights will be covered

The reimbursement of a double-room will be based on a single-room rate. Therefore, the difference will not be covered.

Meals and beverages can be only refunded based on the event timeframe including transportation time.

Expenses will only be paid against receipt of invoices apart from bus/metro where discretion will be applied.

Declaration of all expenses has to be sent to the UEMS office with the corresponding invoices/documents at the latest 30 days after the meeting.

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

In all cases the reimbursement will not exceed the actual expenses.

In case of conflict, the Treasurer will consult with the President to find an acceptable solution to the financial problem.

Dr Othmar Haas
Treasurer of the UEMS
January 2022

ANNEX

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.

Meetings covered by UEMS:

- **All the meetings where the Vice-Presidents DON'T represent their country**

Examples:

- The UEMS Enlarged Executive Committee (EEC) meetings
- 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 Vice-Presidents represent UEMS Executive

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

- **Not covered:** - Council meetings (April, October)