

## **CONIFA Travel Guidelines for Executive Committee Members**

All members of the CONIFA Executive Committee shall have the right to commence official CONIFA travels and be reimbursed for the expenses involved, provided the travel has been approved by the Executive Committee. To be reimbursed, all Executive Committee members must follow the following guidelines.

### **Before the travel:**

Prior to the actual travel any CONIFA Executive Committee member wishing to undertake official CONIFA travel shall request approval from the Executive Committee. All Executive Committee members hold the right to vote in favour of or against a proposed official travel. In case that a simple majority votes in favour of the proposed travel, the official travel approved and will be reimbursed if the following guidelines are followed.

To seek the Executive Committee's approval, the proposing Executive Committee member shall circulate a completed "Travel Approval Form" (Appendix A) amongst the Executive Committee members. If multiple Executive Committee members propose to travel together, they may submit a single Travel Approval Form.

### **Bookings:**

Once the proposed travel is confirmed by the Executive Committee, the proposing Executive Committee member ("traveller") is allowed to make his or her bookings in compliance with the guidelines of Appendix B.

### **During the travel:**

While on official CONIFA travel, the traveller shall work in the best interests of CONIFA. In particular, he or she shall produce pictures and notes and send them to the rest of the Executive Committee to promote the travel and the destination, especially if it is a CONIFA member, online via our homepage and social media. Upon completion of the travel, the traveller should submit a short travel report to the Executive Committee and be prepared to discuss same at a subsequent Executive Committee meeting.

To facilitate reimbursement, the traveller must keep all receipts and invoices during his travel.

### **After the travel:**

From the day after the return of the traveller, the traveller is entitled to make his or her claim for a reimbursement. To do so, he or she shall complete the "Travel Reimbursement Invoice" (Appendix C) and send it to the General Secretariat of CONIFA. The General Secretary will review the invoice and order the reimbursement, if the reimbursement meets the proposal and guidelines. Should this not be the case, the General Secretariat will inform the Executive Committee and the traveller and will mediate the situation.

## **Appendix A: Travel Approval Form:**

Applicant(s):		
Destination:		
Travel Duration*:	From:	To:
Means of Transport (Airplane, own car, train, etc):		
Purpose of the travel:		
Benefit for CONIFA:		
Approximate Total Costs*:		

\*: Please fill in only the duration of the official CONIFA travel. If you plan a private stay before, after or en route, please do not consider this period here.

\*\* : Please enclose cost estimation. The total travel costs shall include all transportation, accommodation and other costs. Should the applicant later request reimbursement of more than 125% of the given estimation, the Executive Committee will decide if the reimbursement is granted or discounted to the estimated cost.

## **Appendix B: Travel Guidelines:**

To keep travel costs to a minimum, travellers shall obey the following guidelines. If the guidelines are not followed, the travel costs might not be reimbursed.

**Airfares:** CONIFA only reimburses the equivalent of the cheapest available, comparable flight. To ensure that the traveller chose the cheapest comparable flight, he or she is required to keep a screenshot of the results of the online flight search engine “kayak” [www.kayak.com](http://www.kayak.com) or similar with the particular destinations and travel dates. Should the travel decide to book any but the cheapest available ticket, he or she shall write a short explanatory statement. In case of a price difference between the chosen and the cheapest ticket of more than 20%, the traveller shall ask the General Secretariat for a short confirmation, before booking, to not risk a rejection of the reimbursement. In any case, the equivalent of the cheapest available ticket will be reimbursed, which means that the traveller is always free to book a more expensive ticket, if he or she is willing to pay the price difference.

**Accommodation:** CONIFA generally reimburses hotel costs of up to 100€/night/person. Should the traveller chose a more expensive accommodation, he or she shall write a short explanatory statement. In case of a price difference between the chosen and the cheapest ticket of more than 20%, the traveller shall ask the General Secretariat for a short confirmation, before booking, to not risk a rejection of the reimbursement. In any case, the equivalent of the cheapest available accommodation will be reimbursed, which means that the traveller is always free to book a more expensive ticket, if he or she is willing to pay the price difference.

**Other expenses:** CONIFA does not generally reimburse any other costs than transportation and accommodation. If the travel does have any other significant costs, he or she may, however, request the General Secretary for approval in advance. CONIFA Executive Committee members can seek reimbursement of up to 30€ per night in additional expenses without approval. However, if daily expenses are likely to exceed that amount, he or she shall provide the General Secretariat with a short explanatory statement for approval prior to commencing travel

### **Appendix C: Travel Reimbursement Invoice:**

Applicant(s):	
Travel approved on*:	
Travel assistance money received upfront:**	
Transportation Costs to be reimbursed:***	
Accommodation Costs to be reimbursed:****	
Other proven costs to be reimbursed:*****	
Other Expenses:*****	

\*: Attach the confirmed Travel Allowance Form.

\*\* : In case that CONIFA did transfer you a part of the travel costs upfront, fill in the amount here.

\*\*\*: Attach receipts of all transportations. If a local transportation did not issue a receipt, attach a written statement about this.

\*\*\*\*: Attach receipts of all accommodations. Accommodations en route will only be reimbursed if they could not be prevented. Please write and attach a short statement, why en route accommodation costs could not be avoided.

\*\*\*\*\*: Please fill in other costs, such as conference fees, that are well-recorded here and attach the receipt.

\*\*\*\*\*: If you had other expenses, please fill in the amount here and attach a short letter explaining those fees.