

European Confederation of Police

59 A, Rue Principale – L-5480 Wormeldange

+352/43 49 61-1 +352/43 49 61-33

cs@eurocop-police.org



Organisation and Name

Reason

Place

IBAN bank account

BIC / SWIFT Code

Name of the bank

Account holder

Address of account holder

Place of Departure

Date

Time

Place of Return

Date

Time

Travelling costs are to be cashed up within (6) six weeks after the event.

Other
currency

EUR

Travelling costs

Train

Aeroplane

Car kms at € 0,40 each

Taxi

Parking fees

Bus / metro

Others

Others

Total travelling costs:

Overnight stays

From to . Reason

Total overnight stays:

Total costs to refund:

I assure that these declaration are correct and request EuroCOP to refund these costs

Luxembourg,

X

Please don't forget to sign!

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2.6 Travelling expenses

Travelling expenses and accommodation shall be paid by EuroCOP to:

- Members of the bodies of EuroCOP for meetings of the body concerned.
- Representatives on assignment of EuroCOP
- Working Group / Knowledge Group

For Conferences, Seminars and other activities, where member organisations are invited to attend, the ExCOM decides on each occasion on the expense arrangements that shall apply.

Delegates whose Member Organisation's rights of membership were suspended under Article 10.2 of the Statutes will not be entitled to reclaim travelling expenses for the entire period during which contributions were in arrears. This shall apply for meetings held after 1. April 2008.

The ExCOM and the Auditors shall lay down detailed regulations concerning reimbursement of expenses related to travel. These regulations shall be reviewed by the Committee on an annual basis.

5.1 Travel expenses

The reimbursement of travel expenses has to be justified by the travel regulations of EuroCOP.

A reimbursement of travel expenses is only possible on the basis of a duly completed and signed claim form within six weeks after the event.

The validity of a claim shall be proven by a receipt attached to the claim form.

If a receipt cannot be provided with the claim form it is also sufficient if the Finance Manager has seen proof of the claim (i.e. the flight ticket). In this case the Finance Manager shall note on the claim form that a receipt was presented with her/his initials.

If no proof can be provided a claim may only be accepted if it is supported by a personally signed statement that the claimed cost was actually incurred.

Business class air ticket bookings need to be approved in advance by the Treasurer.

Reimbursement of travelling costs exceeding €500 is subject to the permission of the Treasurer obtained prior to the booking. Failing to obtain this permission will limit reimbursement to a maximum amount of €500.

The average price of an economy class ticket will be reimbursed if it can be concluded that an individual ticket was a business class ticket.

The Treasurer will decide with regard to the validity of a claim in cases of doubt whether a reimbursement is justified or not.

A derogation of this procedure is only possible in individual cases upon a command of the Treasurer and shall be notified on the claim form.

Beverages consumed in a meeting context do not justify any reimbursement claims. These expenses can only be reimbursed if they are incurred in connection with an actual representation or the entertainment of a guest. In exceptional cases the administration/secretariat personnel can also file these costs if there is a good reason.

A reimbursement of travel expenses shall as a general rule take place through a bank transfer to the account of the organisation of the delegate claiming the cost.

Payment of travel expenses to delegates from member organisations that have not paid their due subscriptions after 1st February of the current year may only be executed after subscriptions have been paid or the ExCOM has agreed to proceed with payment.

All further details on reimbursement of travelling costs are laid down in the travelling expenses agreement that is an appendix to the Financial Orders.

IBAN bank account	YY33 3333 3333 3333				
BIC / SWIFT Code	YYQYYXXX				
Name of the bank	CENTRAL BANK OF TIMBUKTU				
Account holder	POLICE ASSOCIATION				
Address of account holder	TIMBUKTU STREET – 00011 TIMBUKTU				
Place of Departure	TIMBUKTU	Date	01.01.0000	Time	00:00
Place of Return	TIMBUKTU	Date	01.01.0000	Time	00:00