

## Rules of Travel and Accommodation Reimbursement

The ESICM Executive Committee has decided to reduce the impact of the travel and accommodation costs on the finances of the Society. The following rules are valid for AUTHORISED travellers who travel on behalf of ESICM, authorised in advance by the Chief Executive Officer /Treasurer. This is travel at the request of the Executive Committee members, to the Brussels Office, or any other place, including the ESICM Officers.

### Invoicing

In accordance with Belgian law, travellers who travel for or on behalf of ESICM are requested to ensure that all invoices for flight and hotel expenses give the name and address of ESICM, as:

ESICM  
Accounting Department  
Rue Belliard, 19  
1040 Brussels (Belgium)  
VAT number: BE 0467.040.944

Eligible for reimbursement by ESICM are:

- Flight costs (economy class)
- Train costs (economy class)
- Car costs (current official Belgian rate of the year)
- Taxi service costs exclusively from home-airport-home and from airport-hotel-airport for an acceptable amount. Long drive costs must be part of the travel costs.
- Taxi costs home-airport-home can be replaced by private car parking costs at the airport at reasonable tariffs
- Accommodation at an acceptable, reasonable rate, bed and breakfast only
- Lunches or dinners, only if related to ESICM business.
- Internet connection if related to ESICM business
- Telephone costs if related to ESICM business.
- Original receipts should be submitted.

### Not eligible for reimbursement by ESICM are

- All other costs like bar, mini-bar, lunches or dinners not related to ESICM business.
- The ESICM will only reimburse direct work-related expenses on trips abroad, other expenses are not eligible.

### Maximum reimbursable amounts:

The following flight rates are maxima in Euros. Reimbursement will be made based on the real costs paid.

Region	Euro
Europe and Mediterranean Area	600
USA and Central America	900
Canada	900
Israel and non-European Mediterranean Countries	700
Australia and Asia	1400
South America and Central and Sub-Saharan Africa	1200

If, because of extenuating circumstances, the present guidelines are not adequate to cover an individual's expenses (in case they go over the present maximum), they should send a written request to the Treasurer explaining why they should be allowed to exceed the set ESICM limits and the Treasurer will accept or reject the request. A possible example might be an ESICM meeting set up at short notice when an economy fare could not be obtained for less than 500 Euros

### Methods

- Reimbursement will be required using the Reimbursement Form provided by the ESICM Accounting Department. This document must be filled in completely including the requested bank data.
- The form must be sent to the Brussels Office Accounting Department by regular post, with the original proofs, receipts and boarding passes attached, within two months after the event. All non-eligible amounts will be deducted.
- Reimbursement will be made by bank transfer as soon as possible.
- The ESICM Treasurer will make a final decision if any dispute arises.

It is strongly advised that all persons travelling on behalf of the Society have adequate personal travel and health insurance cover to cover any unforeseen medical intervention or loss of personal items while abroad. The Society cannot be held responsible for any hospital bills or repatriation or theft or damage to personal items during the annual congress or any other ESICM led events.