Travel and Accommodation Expenses Reimbursement Rules (v.2025)

Introduction

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 the Belgian law, all travellers who travel for or on behalf of ESICM are requested to ask an invoice with ESICM's name and address for their flight tickets and hotel expenses as follows:

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

Eligible costs for reimbursement by ESICM are:

- Flight costs (economy class)
- Train costs (economy class)
- Car costs (current official Belgian rate of the year)
- Taxi fares 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.

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. Reimbursement will be made on the basis of the **real costs paid**.

1. Europe: EUR 600
2. USA and Central America: EUR 900
3. Canada: EUR 900
4. Israel and non European Mediterranean Countries: EUR 700
5. Australia and Asia: EUR 1400
6. South America and Africa: EUR 1200

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, 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 coverage 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.