

## REIMBURSEMENT GUIDELINES 2023-2024- revised 17.05.2023

### Expenses eligible for reimbursement:

The Chair and vice-chair of the General Assembly, the Chair and vice-chair of the Executive Committee and Executive Committee members, Chairs and members of working groups and focus groups, members of the General Assembly, Secretariat staff, invited experts are eligible for reimbursement of costs in connection with meetings of the General Assembly, Executive Committee, working groups or focus groups subject to the rules set out below and subject to budget availability.

Reimbursement according to these guidelines are subjected to the following restrictions:

- General Assembly – expenses within the limits set above may be reimbursed only for one representative for each General Assembly seat, including the Chair.
- Executive Committee – expenses within the limits set above may be reimbursed for one representative for each Executive Committee seat unless otherwise agreed by the Secretariat.
- Working Groups – expenses within the limits set above may be reimbursed only for one representative for each General Assembly seat.
- Focus Groups Expenses with the limits set above may be reimbursed for approved FG Members, including the Group Chair.

BSAC representatives to external meetings are eligible for reimbursement of costs in connection with meetings subject to the rules set out below.

- Transport: Flight fares (economy class), train and bus fares (excluding local transport), ferry fares (including the cost of transporting a car), and milage (EUR 0,29 per km)<sup>1</sup> up to EUR 600 in the 8 Member States around the Baltic and in Brussels. For other destinations, the cap is removed.
- Hotel costs per night up to:
  - Belgium EUR [178]
  - Denmark EUR [208]
  - Sweden EUR [225]
  - Finland EUR [170]
  - Estonia, Germany, Latvia, Lithuania, and Poland EUR [140]
  - Other countries EUR [140]
- Daily allowance of EUR [100] (to cover meals, local transport and parking fees) reduced by 20% for each meal (breakfast, lunch, dinner) provided at the meeting.

If it is considered necessary to stay more than one night in a hotel in order to cover a BSAC meeting, please contact the Secretariat first.

### Exceptions:

The Chairs of the General Assembly and Executive Committee as well as the Secretariat staff are not eligible for a daily allowance, instead their costs for meals, local transport and parking are paid based on receipts.

BSAC representatives to external meetings can exceeded the limits for economy travel tickets and hotels where it is justified and they are authorised in writing to attend on behalf of the BSAC.

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<sup>1</sup> Danish rate from 17.01.23 applied by the [Danish Medarbejder og Kompetence Styrelsen](#) of 2,19 kr per km applied from 1.4.23 and converted using April 2023 rate of Commission INFOEURO 7,4493. The Secretariat will update this rate when appropriate to align with changes to the Danish rate.

**How to apply for reimbursement:**

Your travel and hotel claims must be submitted, with supporting receipts (for hotel and flight, train, long distance bus, ferry), to the Secretariat within one month after the meeting in order to ensure efficient processing and payment. When processing your claim, we use the exchange rate of *Danmarks Nationalbank* for the date of the meeting and reimburse in Euro or Danish krone.

The Reimbursement Form for 2023-2024 is on the BSAC website.

If you have any questions regarding the reimbursement guidelines, please contact the BSAC Secretariat.”