

EHC Reimbursement Policy

How to get reimbursed: Complete the reimbursement form and submit it with all original receipts to the EHC office within 30 days of the event. Late submissions will not be reimbursed.

1. Travel

Economy/2nd class is required for all flights and trains. Choose the most cost-effective option and respect the travel allowance provided by Conference organisers when appropriate.

Expenses over €500 require CEO/Treasurer approval before booking.

Plane or Train

You will be reimbursed upon providing:

- Original invoice or booking confirmation showing: price, purchase date, travel dates, destinations, and your name compliant with the travel allowance when provided. Delegates
- ▲ *Basic cancellation insurance is recommended. Additional health insurance is at your own expense.*

Car

Prior written CEO approval is required. You will be reimbursed for:

- Mileage at the Belgian legal rate
- Fuel, tolls, and parking (with receipts)
- Airport parking only if public transport is more expensive or unavailable
- ▲ *Only one person per car is reimbursed, even when multiple EHC members travel together.*

Public Transport

Provide original ticket(s) and receipt(s) showing price and date. If you cannot keep the ticket, include a written explanation and your payment receipt. Only public transport at the venue will be refunded.

By Taxi

Taxis are only reimbursed in the following situations:

- No public transport available
- Very early departure or arrival (before 8:00 AM)
- Very late departure or arrival (after 10:00 PM)
- Journey over 12 hours
- Shared taxi with other EHC members that is cheaper than public transport
- Delays due to extended meetings or transport disruptions (must be explained)
- Health reasons (must be justified)
- Perceived personal danger (must be justified)

Your taxi receipt must show: date, time, route, price, and – if shared – the names of all passengers. Include a brief reason for using a taxi. Taxis cannot be used for travel between cities unless health reasons apply.

▲ *Seek prior written approval from the CEO where possible.*

2. Accommodation

EHC arranges accommodation for most events. If you book your own, aim to stay under €150/night (including breakfast and city tax). To be reimbursed, provide a hotel invoice or booking confirmation with proof of payment.

▲ *Extras such as minibar, phone calls, or Wi-Fi are not reimbursed.*

3. Meals

A flat rate of €20/day is available for meals not already covered at the event (e.g., if lunch and dinner are not provided). Grocery shopping is only reimbursed if the receipt clearly shows items for a specific meal (breakfast, lunch, or dinner).

⚠ *Alcohol is never reimbursed.*

4. Visa

Visa costs are reimbursed with the original receipt + a copy of the visa page in your passport showing the amount paid.

⚠ *Photos, passport fees, postal costs, and similar expenses are not reimbursed. Travel costs required to obtain a visa may be covered with prior CEO approval.*

5. Insurance

EHC travel/health insurance covers staff only. All other participants must arrange their own personal or organisational insurance. EU residents should always carry their European Health Insurance Card (EHIC).

⚠ *If you are robbed, this must be handled through your personal travel insurance. EHC does not cover theft.*

6. Other Expenses

Any expense not listed in this policy must be approved by the CEO before purchase.

7. How to Submit Your Claim

Step	What to do
1. Get the form	Forms are sent by the event organiser or available upon request at accountant@ehc.eu .
2. Attach receipts	Include all original receipts (scanned/photo is acceptable) in one document.
3. Complete the form	Fill in all fields: NMO name, email address, bank details, and sign.
4. Submit	Send by email to the EHC office within 30 days of the event.
Deadline	Late submissions will not be reimbursed (exceptions at CEO's discretion).

8. What Makes a Valid Receipt?

Every receipt must show:

- Amount paid and currency
- Date of purchase
- Description of what was purchased
- Name or logo of the company/vendor

Not accepted:

- Hotel booking confirmation without proof of payment
- Transport ticket without a date or price (unless booking confirmation is attached)
- Receipt without itemised details
- No alcohol is reimbursed

Questions? Contact the EHC office at office@ehc.eu and consult the EHC Financial Guidelines.