

IQN Path Travel Policy

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1. Purpose

This policy outlines the policy for travel and accommodation booking and reimbursement of IQN Path members.

2. Scope

This policy applies IQN Path members and the IQN Path Board.

3. Definitions

- Europe - The continent of Europe
- IQN Path Board - the Members of the Executive Board
- IQN Path Members - Members of IQN Path (Full, Associate or Corporate Members)
- IQN Path expenditure - An expense incurred on behalf of IQN Path and paid for directly by IQN Path.
- Reimbursement of an expense - An expense incurred in the course of performing IQN Path business which has been paid personally and requires reimbursement by IQN Path.

4. Responsibilities

- IQN Path Treasurer - Is responsible for the IQN Path accounts.
- IQN Path Office - Is responsible for administering and organizing bookings, receipts, invoices, justifications and ensuring their appropriate documentation and processing.
- IQN Path - Are responsible for overseeing general accounts and budget allocations, including regular review of expenditure.

5. Policy

5.1 Attendance at meetings

- IQN Path Member attendance at various meetings shall be discussed and made known to the IQN Path office team. Attendance of the IQN Path Board or IQN Path Members at various meetings shall be decided by and amongst the IQN Path Board, the IQN Path President or the Executive Director.

5.2 Transport

5.2.1 Air Travel

For air travel, the cheapest available rate on a regular airline (IATA member) shall be reimbursed. It is recommended to book at least 6-8 weeks in advance to secure good fares. Only economy class flights shall be reimbursed, higher class travel (including economy plus) will be at the expense of the individual. Flights must return to the same destination to qualify for reimbursement, unless this is agreed in advance with the IQN Path office and is for valid business reasons. Cancellation charges or charges relating to changes to flight plans shall not be reimbursed.

5.2.2 Train Travel

Train travel should be in 2nd class, where possible but good value fares from a higher class are permissible on long journeys e.g. over 1.5 hours.

5.2.3 Taxi, public transport, parking

Essential expenses for taxis, buses, metro, parking, will be reimbursed. Whenever possible, the most economical means of transport is recommended

5.2.4 Car

For the use of personal car the standard mileage rate that will be reimbursed is 50 cents (EUR) per km. When needed, cars may be rented. The insurance of the car and persons traveling in it falls under the responsibility of the driver.

Parking: when leaving, please pay at the ticket office or if there is none, request a ticket from the machine.

5.3 Accommodation

5.3.1 Choice of hotel and booking

Where applicable, please choose a hotel recommended by the congress organizers to obtain preferential rates where available and should be booked well in advance. Always obtain a receipt.

5.3.2 Cost

The recommended rate per night is:

Europe : 150-175 € / night. For Scandinavia, Switzerland, UK, USA : 225-250€ / night

5.3.3 Meals

Meals (e.g. lunch or dinner) during travel will be refunded following maximum rates **per meal**: Europe : 40€-65€, Scandinavia, Switzerland, UK, USA : 65-85€. Please apply best personal judgement with these expenditures.

When catering is provided during meetings, reimbursement will not be made if you choose not to participate in the organised meals, unless there are additional or exceptional business needs in which case this should be explained. For business meals involving others, justification for each meal expenditure must be provided and the persons participating noted.

5.4 Justification/receipts

5.4.1 Reimbursement

In order to be refunded, an invoice for all expenses incurred (hotel bill, parking tickets, taxi invoice etc.) is mandatory. No reimbursements can be made for expenses that do not have an invoice nor lost invoices and receipts. This should be accompanied by the completed IQN Path reimbursement form.

5.4.2 Incurring costs on behalf of other persons

If you have paid a bill (hotel, transportation, etc.) for several people entitled to reimbursement e.g. on behalf of several IQN Path Members, please mention their names either on the reimbursement form or on the invoice itself with the explanation of the expenditure included.

6. Linked Documents

IQN Path reimbursement claim form.