

## Travel and expenses policy for ESE representatives attending a meeting.

ESE recognises the dedication and commitment of our volunteers who contribute their expertise and time when attending meetings on our behalf. The following policy is in relation to travel and expenses when attending meetings.

This policy refers to Executive Committee members, Committee and other ESE group members, Journal Board members (EJE and EC), Award and Plenary lecturers at ECE and Speakers at ECE and ESE events.

### Type and class of travel and accommodation

- **Air**
  - Economy – for European and non-European (under 9 hours) trips.
  - Economy Plus/Premium Economy – for flights over 9 hours.
  - The traveller may upgrade from Economy Plus/Premium Economy to Business Class at their own expense.
  - Business class will only be considered at ESE's expense for medical purposes, except in exceptional circumstances.
  - Note: Unless otherwise directed, flights should be booked via ESE's travel agency, if booked separately then reimbursement would be subject to the maximum allowance as defined within this policy.
- **Rail**
  - Standard class
  - An upgrade would be considered if (i) no seating is available or (2) allows for better working conditions whilst traveling (eg, table and power supply).
  - Note: Rail tickets can be booked via ESE's travel agency.
- **Car**
  - Mileage allowance is based on £0.45 per mile which equates to: €0.34 per km (or €0.54 per mile).
- **Hotel**
  - The standard of hotel accommodation should be up to a 4 star.
- **Other expenses**

ESE will reimburse for reasonable travel expenses such as travel sundries (car parking, taxi, etc) and subsistence (meals and refreshments) and this is included within the allowances noted below.

### Allowances

The maximum limit for European travel is €450 per return-trip.

For non-European trips, under 9 hours, the limit is €1250 per return-trip.

For non-European trips, over 9 hours, the limit is €2000 per return-trip.

There may be circumstances where the class of travel and financial allowance can be reviewed, and this will be dependent on the destination and purpose of trip and subject to approval by the Executive Committee (the Officers/the Treasurer).

### **How to claim**

A completed [expense claim form](#) and a copy of receipts should be submitted to [finance@ese-hormones.org](mailto:finance@ese-hormones.org).

Note: Unless otherwise directed, travel should be booked through ESE's Travel Agency who will invoice ESE directly for payment.

August 2024