



Executive Committee
Edinburgh
14-15 February 2011

NSRAC Travel and Subsistence Policy

1. Introduction

- 1.1 A significant proportion of the NSRAC budget is allocated towards funding travel and subsistence for the Chairmen, Secretariat, Rapporteur and Members. However, there does not appear to be a written policy with regards to the rules for reimbursement of expenditure. This has led to confusion for some RAC members who often submit claims for meetings which are either above the threshold or for which they are not entitled to reimbursement.
- 1.2 In the past, expenses for Chairmen, the Secretariat and Rapporteur have been reimbursed in full as they are providing services to NSRAC. Members' reimbursement has been restricted to €350 for travel and €150 for subsistence per meeting, as agreed by Directors at their meeting on 28 October 2008. There are restrictions on which members receive reimbursement subject to the following rules:

General Assembly – no reimbursement of expenses to attend this meeting

Executive Committee – Executive Committee members receive reimbursement up to the limits set.

Working Group and Focus Group – A maximum of 10 members are reimbursed up to the limits set. The decision on which members receive reimbursement is at the discretion of the Group Chairman or Secretariat.

Other meetings – Reimbursement is at the discretion of the Chairman, Directors and/or secretariat.

- 1.3 With regards to reimbursement of expenses for Members, there is a deadline to submit claims within one month of the meeting.

2. Suggested Interim Policy

2.1 The following policy is suggested for the remainder of the 2010/11 financial year and reflects the limits set out in the budget. Consideration will be given to establishing a 'per diem' flat rate system for 2011/12.

2.2 NSRAC Members

2.2.1 NSRAC members are entitled to the reimbursement of travel expenses, subject to the rules set out below. Travel expenses reimbursed to Members will be limited to a maximum of €350 for standard class travel and €150 for subsistence per meeting. Members must submit a signed claim expenditure form (available from the NSRAC website or Secretariat) within 28 calendar days of the meeting date to the Secretariat. Expenses claims received after this date will not be reimbursed.

2.2.2 **General Assembly** – expenses within the limits set above will be reimbursed for the Chairman of the General Assembly.

2.2.3 **Executive Committee** – expenses within the limits set above will be reimbursed for one representative for each Executive Committee seat.

2.2.4 **Working Groups** – expenses within the limits set above will be reimbursed for a maximum of ten NSRAC Members, including the Group Chair. The Group Chair will nominate which members are entitled to reimbursement of expenses.

2.2.5 **Other Meetings** – expenses within the limits set above will be reimbursed for members authorised by the Secretariat to attend other meetings on behalf of NSRAC. Members will be chosen either based on their appointed role within NSRAC (e.g. Working Group Chairman or Vice Chair of the Executive Committee) or an open call for notes of interest will be issued.

2.3 NSRAC Contracts

2.3.1 Individuals and organisations which have contracts to provide services to NSRAC (e.g. the Chairman of the Executive Committee, Secretariat and Rapporteur) are entitled to claim the cost of standard class air or first class rail travel and reasonable expenses to carry out their contractual obligations. These costs will be limited to a maximum amount per year set out in the contracts and/or tender documents and must be evidenced and supported.