



**Executive Committee
Boulogne Sur Mer
10-11 October 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 NSRAC Members. An Interim Policy was agreed by the Executive Committee on 14-15 February 2011 in Edinburgh. The intention was for this to be amended with a permanent policy at a future Executive Committee meeting.

2. Interim Policy

- 2.1 The agreed interim policy was approved for the remainder of the 2010/11 financial year and reflects the limits set out in the budget. The Interim Policy will remain in place until 31 October 2011. Claims for meetings until 31 October 2011 shall continue to follow the Interim Policy.

3 2011/12 Policy

- 3.1 The agreed Interim Policy was only ever intended to be enforced for the remainder of the 2010/11 financial year. A permanent policy was to be agreed by the Executive Committee, for enforcement in the 2011/12 financial year and beyond.
- 3.2 There are a number of changes made in the proposed 2011/12 onward policy. It introduces a new per diem flat rate system which based on the system used by the European Commission. A breakdown of eligible costs is provided within the policy below.
- 3.3 The per diem flat rate system allows reimbursement of up to €92 per claim per meeting day. Where an overnight stay is required, an additional flat rate allowance of €100 per night can be claimed. This allowance is in addition to the existing maximum allowance of €350 for travel.

NSRAC Travel & Subsistence Policy

1. NSRAC Members

- 1.1 NSRAC members may submit claims for 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 first class rail, standard class air travel or a mileage allowance at the rate used by the European Commission. Members may also claim a “per diem” allowance of €92 per meeting day and an additional €100 flat rate per night where an overnight stay is required. Members must submit a signed claim expenditure form (available from the NSRAC website) within 28 calendar days of the meeting date to the Secretariat. Expenses claims received after this date will not be reimbursed. All travel costs claimed should be evidenced with receipts.
- 1.2 All reimbursement will be subject to budget availability, hence costs will not be reimbursed if the budget is exceeded (e.g. in the case of more meetings taking place than were expected). Reimbursement for attendance at the following meetings will be subject to the following restrictions:
 - 1.2.2 **General Assembly** – expenses within the limits set above may be reimbursed for the Chairman of the General Assembly.
 - 1.2.3 **Executive Committee** – expenses within the limits set above may be reimbursed for one representative for each Executive Committee seat.
 - 1.2.4 **Working Groups** – expenses within the limits set above may be reimbursed for a maximum of ten NSRAC Members (only one person per organisation), including the Group Chair. Should more than ten claims be received within the 28 day deadline then the NSRAC Bureau will decide which ten are to be reimbursed.
 - 1.2.5 **Focus Groups** – expenses with the limits set above may be reimbursed for a maximum of ten NSRAC Members (only one person per organisation), including the Group Chair. Should more than ten claims be received within the 28 day deadline then the NSRAC Bureau will decide which ten are to be reimbursed.
 - 1.2.6 **Other Meetings** – expenses within the limits set above may be reimbursed for members authorised in writing 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.