



International Amateur Radio Union Region 1

Europe, Middle East, Africa and Northern Asia

Founded 1950

Region 1 Office: PO Box 12104, Brandhof, 9324, Republic of South Africa

Tel: +27 51 402 2093 (O) +27 51 446 2039 (H) Fax: +27 088 051 446 2039

Mobile: +27 82 770 9126 E-mail: zs4bs@netactive.co.za or secretary@iaru-r1.org

Internal Expenses policy for the Executive Committee, Working Groups, Co-ordinators and others acting on behalf of IARU Region 1

Updated March 2009 and February 2017

1. General Policy

Necessary and reasonable expenses, incurred by duly authorised representatives of the Region, properly authorised, will be promptly reimbursed.

2. Expenses submission

Expenses shall be submitted on the appropriate expense claim form, itemised under the following categories (details of meeting or event to be shown on the claim form), and totalled separately (separate form for each meeting or event):

2.1 Communication and office related expenses relating to work between meetings of the EC and other necessary costs not covered by 2.2 to 2.5 below

2.2 Travel to member societies, special events of member societies, or any other travel not included under (2.3) below. Such travel will normally be pre-authorised by the EC.

2.3 Travel to EC meetings, Region 1 General Conferences and meetings of the AC. Travel to meetings of ITU and subsidiary bodies, CEPT and subsidiary bodies and standardisation committees (e.g. ETSI, CENELEC)

Expenses will be on the basis of actual reasonable expenditure, supported by receipts. No per-diem will be paid. Where it is not possible to obtain receipts, for travel, a maximum of CHF 50 per journey may be paid without receipts.

If travel involves attending a meeting that extends over a weekend or holiday on which no work can be performed, an allowance of \$50 USD (in local or home currency equivalent) for an entire non-working day may be claimed. Such allowance is intended to cover miscellaneous personal expenses associated with a day of leisure.

Any other expenses will only be reimbursed based on a clear statement as to why the expense was necessary (e.g. entertaining Government officials) and submission of receipts. Where it is not possible to obtain receipts, expenditure will only be approved with the agreement of the Region 1 President, following a written submission, which is appropriate, to satisfy the Region's Auditor. For expenses related to dinners and other arrangements with representatives from official bodies (like CEPT, ERO, ITU, etc.) or national administrations, a short explanation together with the names of all the participants should accompany the bill. The expense claim form must show the information.

3 Travel

Travel expenses will only be reimbursed on the following basis:

By private car: If travel is by personal vehicle, the travel will be reimbursed at the then current rate per mile as established by the EC. This rate is currently CHF 0.5 per km. Reimbursement in this case will not exceed the normal and reasonable cost of airfare to the qualifying meeting or event or destination.

By train: Second class travel is the standard

By air: Flights must be booked at the lowest possible cost, but considering also the total cost of the journey (e.g. need for additional nights' accommodation when using some flights/routes). Economy class or equivalent is the normal class of travel, and use should be made of APEX or Super-APEX cheaper fares. In case of long haul (>10 hours) intercontinental flights booking of economy-plus class seats for a moderate extra amount would be acceptable. Airlines with poor safety records should be avoided.

4 Communication, office costs and out-of-pocket expenses

Other costs incurred on Region 1 business of such items as paper, telephone calls, etc., will be reimbursed. Costs for purchasing office equipment (computers, fax, modems, etc.) will normally not be reimbursed by Region 1. However, should a member of the EC believe that the Region 1 should make some contribution towards the cost of providing this equipment; he/she should make a written submission to the President of Region 1, setting out the justification for such a payment. The EC will then consider the request.

5 Advances

Any person entitled to claim travel and other expenses under this policy may ask the Treasurer to transfer money in advance of the scheduled travel mentioned above in order to be able to pay e.g. for an airline ticket, estimated hotel expenses etc. This is to avoid having to use their own private money where they are not able to make use of, e.g. a credit card for payment. Where a credit card is used, it should be possible to claim reimbursement for expenses before the credit card account becomes payable and the need for an advance should therefore be the exception.

When requesting the Treasurer for an advance, a copy of the request must be sent to the President. When an advance has been made, no further advances to the same person will be allowed until a settlement for the previous advance has been submitted to, and approved by, the President.

6 Authorisation

All expense claims (other than advances – see above) must be submitted to the budget holder for authorisation. If the claimant is the budget-holder, the expense claim will be authorised by the President. This is done by sending the expense claim by e-mail to the budget-holder or President and at the same time, the expense claim together with the original receipts to the Treasurer¹. The President will then pass the approved claim to the Treasurer for payment. Payment will normally be made directly to a nominated bank account, within one week after receipt of the claim and approval by the Region 1 Treasurer.

Contributions to IARU Region 1 events such as HST and ARDF Championships, where an organising member society has been approved by the EC, will be paid according to the current approved budget upon a written request from the selected organising society to the Treasurer. This procedure shall be initiated by the responsible WG chairman or coordinator.

Claims for reimbursement of out-of-pocket expenses may be submitted as incurred or once a year, but not later than January 15th following the year in which these expenses occurred. Claims for reimbursements of all other expenses should be submitted preferably immediately after conclusion of the travel, but certainly within 3 months of the relevant expense being incurred.

All expenses must be categorised as set out in (2) above, and be accompanied by relevant receipts

¹ Address for Treasurer: Zürcherstrasse 6, CH-5630 Muri AG, Switzerland