

# ENOHE

## Finance Manual on Reimbursements / Expenses

(Finalized on 2 December 2022)

ENOHE recognizes that many institutions kindly support their staff in taking part in external events appropriate to their roles and professional development. Where this support in kind is not available, individuals may apply to ENOHE for financial support on the basis set out below. All applications should be made in advance of any expenditure being incurred.

ENOHE members and externals, such as invited speakers, as decided by the ENOHE Financial Committee, may be entitled to financial support / reimbursement if they participate in in-person or on-line events relevant to the aims of the Association (conferences, workshops, meetings, training courses, etc.).

- **Reimbursement guidelines for individuals**

The following standard ENOHE reimbursement guidelines apply:

- Accommodation of reasonable price for the duration of the above-mentioned events the individual is attending, including one night prior to the event if necessary.
- Travel costs based on the Erasmus+ distance calculator.
- Second-class public transport or airport shuttle round trip if public transport is not available.
- ENOHE does not provide advances of expenses; if attendance at the event is approved, the attendee will be reimbursed after the event on production of receipts etc.. Depending on the type of event for which funding has been approved, a report on the event may also be required by ENOHE.

Any additional requests or requirements must be approved by the ENOHE Financial Committee in advance.

- **Expense claim form (ECF) for reimbursement for individuals**

Reimbursement must be requested through the official ENOHE Expense Claim Form  
Download the ECF.

The claim form must be accompanied by the original receipts detailing the expenses.

All expenses claims must be submitted to ENOHE within four weeks of event attendance. If there are circumstances that do not fall within the reimbursement

guidelines, these should be discussed with the Secretary before the claim is submitted. Consideration by the Financial Committee may be necessary before any exceptional expenditure is approved.

- **Fees for the Annual ENOHE Conference Attendance for Individuals**

The President, Vice-President, Secretary, Treasurer and local host(s), as well as the members of the Conference Planning Committee receive a fee waiver for the respective ENOHE Annual Conference. There is no further financial contribution to such conference attendance by ENOHE.

Fee waivers may also be given to participants under special personal circumstances (e.g. force majeure) after having been approved in advance by the Financial Committee.