

ENOHE

Finance Manual on Reimbursements / Expenses

General principles

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.

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.).

ENOHE provides scholarships for new and aspiring ombuds from the countries of the global south to participate at the annual conference.

ENOHE financially supports projects and ideas by members and committees that are relevant to the functioning and the aims of the Association.

Any applications for financial support must be submitted and approved before any expenditure is incurred.

Travel and participation costs at events and conferences

Travel and participation reimbursement guidelines

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 or actual costs, whichever is lower.
- 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

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

ENOHE Conference fee waivers

Annual ENOHE Conference Attendance

The President, Vice-President, Secretary, Treasurer and local host(s), as well as the members of the Conference Planning Committee for the relevant year, 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.

Grants for Ombuds from the Global South

Overview

ENOHE offers support for up to five ombuds in higher education (HE) to attend the ENOHE Conference. Through this grant initiative, launched in 2025, ENOHE aims to provide access for ombuds in HE from the Global South who are new to the field to participate in the conference.

This grant will cover the ENOHE conference registration fee, plus a €500 stipend towards travel and accommodation expenses.

Eligibility Criteria & Application Procedure

- Applicants must be ENOHE members.
- Applicants must have less than three years of ombuds practice at the time they apply.
- Applicants must be located in a country of the Global South.
- Applicants must submit a brief letter of motivation (not more than one side of A4/letter paper) explaining why they want to participate in the ENOHE Conference.
- Applicants must supply a letter of reference* (letters of reference from ENOHE Board Members are excluded).

*If this letter of reference is not from the institution of the applicant, they must additionally supply a letter of reference from their institution. The reference should confirm that the applicant has the institution's permission to attend the conference, and should comment on the applicant's suitability for the development opportunity provided by the conference.

After reviewing applications, the Board will select grant recipients from all eligible applicants.

The deadline for applications is announced each year; applicants will be notified of the outcome within a month of the application deadline.

There is no legal entitlement to receive a grant.

It will be the responsibility of successful applicants to obtain any necessary visas to allow them to attend, and to make appropriate travel and accommodation reservations.

Recipients of ENOHE grants will be expected to write a short report after attending the conference, setting out what they have gained from the conference and how it has assisted their professional development. The report must be submitted within a month after the end of the conference.

Financing projects and ideas

Proposals for projects and ideas

If individual members or committees wish to develop projects and ideas that contribute to the well-being of the Association and align with its aims, they are encouraged to propose these to the Board at an early stage and certainly no later than three months before the commencement of any project.

Financial support

If these initiatives involve costs, proposers can apply for financial support.

Requests for financial support and financing of approved projects by individual members or committees up to € 1.500,- are decided by the Financial Committee. The Financial Committee informs the Board about their decisions at following Board meeting. Requests above € 1.500,- are sent to the Board to be decided. Requests for financial support above € 1.500,- are decided by the Board by simple majority.