



## **Rules for the Travelling Committee for reimbursement of travel expenses**

EWAS has signed a sponsorship contract that will allow EWAS to teach, practice, demonstrate and participate in different courses and meetings/congresses all over the world to spread the technique and skills of Hand- and Wrist arthroscopy. In order to follow the compliance rules of our organization, and to act in accordance with the Swiss laws, we have decided on the following rules:

Based on proposals from the members of the travelling committee (or other EWAS members), EWAS will be present at EWAS courses, EWAS endorsed courses and EWAS sponsored courses. EWAS members will also arrange and give symposia (or round table conferences) at different international Hand- and Orthopedic meetings where EWAS finds that our presence and participation will promote Hand surgery in general and Hand- and Wrist Arthroscopy in special. To make this possible, EWAS will offer some financial support to the EWAS members/representatives that have been invited to participate in, or organize meetings, or who have been invited specifically to the different courses. When more experts are needed to a specific course, the Travelling Committee will also be able to suggest other EWAS members to participate.

For reimbursement of the expenses, the following rules should be applied:

Car	EUR 0.50 per kilometer. (Max reimbursement for use of car should not exceed the cost of an air ticket (€ 400.00).)
Train	2 <sup>nd</sup> class for short distances, up to 50 km. 1 <sup>st</sup> class for long distances.
Air	Economy class for European flights, or for flights within one continent. Business class for intercontinental flights. 1 <sup>st</sup> class will not be reimbursed. If a person wants to upgrade to a higher class, the person him- or herself should pay the difference between the ticket that could be reimbursed and the ticket used.
Hotel	EWAS will reimburse the stay in a 4* hotel. Single occupancy

	will be accepted. EWAS will pay for the nights necessary to attend the course/meeting, however depending on the travel possibilities could pay for the night before and/or the night after the meeting and/or the congress.
Food/beverages/extra	These costs will not be reimbursed by EWAS.

The tickets should be booked by the person him- or herself, and should be booked as early as possible after the person has been asked to participate at a certain course/meeting. "Last minute" bookings, or changes of a ticket, will NOT be accepted unless documented the reason hereof. The person should try to book the cheapest ticket available.

All requests for reimbursements should be sent immediately after the journey and at the latest 3 months following the date when the expense was incurred. REQUESTS FOR REIMBURSEMENT AFTER THIS DATE WILL GENERALLY NOT BE ACCEPTED.

The request for reimbursement should include the receipts for all the expenses. Attached to the request there should be a short letter/note telling what was the purpose of the trip. The request should also be followed by the number of the bank account, the bank and address of the bank, the account holder's name and address, as well as the IBAN and BIC/SWIFT. It is the person's own responsibility that all this information follows the request for reimbursement.

The request for reimbursement should be sent to StudioProgress:  
[paola@studioprogress.it](mailto:paola@studioprogress.it)

If the request is within the proposed budget, the reimbursement will be approved by our treasurer and transfer of the money will take place.

If there is any questions about the request, the Travel Committee will discuss the case or seek advice from the Supervisor of the Travel Committee.

November, 2015

Jan Ragnar Haugstvedt

Secretary General  
for the Travel Committee.