



Standard Operating Procedure

WFUMB REIMBURSEMENT POLICY

1. Travel Expenditure

WFUMB allows for reimbursement for individuals' expenditure if required to travel on WFUMB business. Representatives are requested to pre-plan in order to minimize expenses. Each representative is expected to be familiar with and abide by this WFUMB travel reimbursement policy. In order to be reimbursed, the official form must be completed and receipts attached. The following will apply:

- All travel must be approved by the ExB in advance of any expenditure
- All requests **must be supported by receipts** in order to be reimbursed
- If travel is not in basic economy class, a screenshot of the airline standard economy non-refundable fare for the same day, same flight and route should be provided as evidence of the fare to be reimbursed.
- Reimbursement requests not conforming to this policy will not be processed until this information is provided. WFUMB reserves the right to check the fare for a comparable period if documentation is not provided or does not conform with this policy.
- Reimbursement requests should ideally be filed within 30 days of completion of travel. Any request submitted more than 60 days after incurring expenses will not be reimbursed.

TRAVEL FARES:

- Travel should be booked in advance and not less than 30 days before travel unless the meeting has been scheduled at short notice
- A travel agent statement of the economy fare is insufficient evidence of the airline economy fare. It must be supported by a screenshot of the fare
- If a representative opts to travel in a seat more expensive than basic economy, reimbursement will be limited to the basic economy class airfare plus up to 500 USD for each flight of more than six hours. If the cost of the upgrade is less than 500 USD then only that amount will be reimbursed
- The fee for hold baggage is reimbursable.
- In cases where cancellation fees/penalties are incurred as a result of a change of plans, the fees will be reimbursed if there is a valid reason for the change of plans. An explanation should be attached to the reimbursement request. However, in instances where these fees/penalties are incurred without adequate explanation, the cost of the fees/penalties will not be reimbursed
- If a visa is required for the visit, it is the responsibility of the representative to obtain the visa before booking the flight. Therefore, refusal of a visa or failure to obtain one would not be justification for reimbursement
- The representative is required to seek reimbursement from the airline if they cancel the flight
- Where visas are required, the reasonable costs associated with this will be reimbursed
- Taxi fares are only allowable for WFUMB business travel (i.e. not sightseeing)
- Expenses for rental cars/limousines will be reimbursed only if there is no lower cost alternative available.
- If a personal vehicle is used to travel from representative's home to the airport, mileage reimbursement at the U.S. federal rate listed on www.irs.gov (currently US\$0.56 per mile) may be requested
- Airport parking is reimbursable for the number of days of the WFUMB meeting plus travel days to/from the WFUMB meeting.

HOTEL:

- Hotel accommodation will be arranged by WFUMB for congresses and other large meetings
- The number of nights covered by WFUMB to attend the meeting(s) will be advised in advance and representatives shall pay any additional nights directly to the hotel at the rate negotiated by WFUMB
- WFUMB shall pay for a single or a double room for each representative
- The only accommodation expenses that will be reimbursed will be for travelers whose travel requires an overnight stay for the meeting
- All reasonable claims for meals during the meeting period will be considered with receipts.

MEDICINES:

- If vaccinations or other prophylactic medications are stated as required on a CDC list, the cost will be covered by WFUMB if not covered by traveller's health insurance.

TRAVEL INSURANCE:

- All representatives are encouraged to purchase annual travel insurance.

NOT REIMBURSABLE:

The following expenses will not be reimbursed:

- Telephone
- Laundry
- Insurance
- Minibar
- In room entertainment

This list is not exhaustive.

2. Centres of Education (CoE)

- All requests for visiting professors to independent and dependent CoEs should be discussed in the relevant committee to ensure the right expertise is provided for a CoE course and sent for approval to the ExB.
- Preference will be given to experts from the CoE region
- Self-referral directly to the CoE Director is unacceptable
- CoE's which are dependent are entitled to submit expenses **supported by receipts** received by the 31 December each year on condition that an annual report is provided.
- Honoraria are not allowable expenses

3. Invoices

- Any proposed WFUMB expenditure must be approved by the ExB before any agreements are made.

**This policy was approved by the Executive Bureau and Administrative Council at WFUMB
2023**