

## **Rules for reimbursement of meeting expenses 2009**

### **NFOG Board and ACTA Editorial Board**

Expenses should be kept as low as possible. Purchase of e-tickets via internet is recommended, and the use of travelling agencies should be avoided.

Reimbursement for use of private car is DKK 3,56/km.

All other expenses should be accompanied by relevant verifications (e-tickets, tickets, receipts etc). Original bills, vouchers, tickets, and if available boarding cards are demanded before reimbursement. Copies or scanned documents attached to e-mail will not be accepted.

E-boarding: print out copy.

Boarding by sms or frequent flyer card: make a note about it on the ticket-print-out or the NFOG-expense-form.

Always fill in, sign, and attach NFOG-expense-form.

Send to NFOG Treasurers work address

Copenhagen April 20, 2009