

RULES FOR REIMBURSEMENT OF MEETING & TRAVELLING EXPENSES

**NFOG Board,
ACTA Editorial Board,
NFOG Committees,
& NFOG Fund**

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: Please see below*

- **All expenses should be accompanied by relevant verifications** (e.g. e-tickets, tickets, receipts, etc). Original bills, vouchers, tickets, and boarding card (when flying) are demanded before reimbursement
- The Treasurer needs verification that purchased airline tickets has been used
 - **Remember to attach your boarding passes**
 - **If Boarding by sms or frequent flyer card:** make a note about it on the ticket-print-out or the NFOG-expense-form and: The little tab / receipt received when boarding is sometimes the only proof available - that the journey actually has taken place – therefore: keep it and attach it with the re-imbusement form
 - If anything else fails (and luggage has been checked in) then attach the **original baggage sticker(s)** (has name, date and itinerary)
- Copies or scanned documents attached to e-mail will not be accepted
- Always fill in, sign, and attach NFOG-expense-form
- Send form and attachments to NFOG Treasurers work address (is printed in the form)

*Reimbursement for use of private car is DKK 3,80/km.

Reimbursement for use of private car is only used within the Nordic countries, and only for short distances, ie to and from the airport, or if public transport is not possible.

Reimbursement by the rate of DKK 3,80/km is regarded as personal income and should be reported to the taxing authorities.

Copenhagen December 2011