



NFOG RULES FOR REIMBURSEMENT

NEW 2017:
Electronically
reimbursement
is optional.

NFOG rules for reimbursement for NFOG Board, AOGS Editorial Board, NFOG Committees, NFOG Fund

From 2017, electronically reimbursement is optional. This will reduce time for reimbursement.

For reimbursement from NFOG, a completed and signed form for reimbursement should be sent to the NFOG Treasurer by ordinary mail (paper) or e-mail (scan the signed form as PDF):

Address: E-mail: treasurer@nfog.org

Ordinary mail: Espen Berner, Gynekologisk avdeling
Oslo universitetssykehus HF
PB 4950 Nydalen 0424 OSLO
Norway

All expenses that are to be reimbursed must be documented by original bills, tickets, receipts, vouchers, etc. as attachments to the reimbursement form. By e-mail: the original receipts must be scanned as PDFs or high quality JPEGs.

Hotel and travel expenses:

In general, all travel expenses should be kept as low as possible. Therefore, the use of travel agencies should be avoided. Purchase of e-tickets via internet is recommended. Board members are asked to book non-refundable tickets at the lowest price. If, for some reasons the flight has to be changed, NFOG will cover all expenses.

The use of a private car (DKK 3,80/km) is only reimbursed for short distances within the Nordic countries, (i.e. to and from the airport) or if public transport is not possible.

Note: The reimbursement of private car expenses is regarded as personal income and should be reported to the tax authorities.

Board and committee meetings

Expenses for board and committee meetings must be kept within the budgets set by the general assembly of NFOG. If the budget is expected to be overexcited, then the Treasurer must be asked before the event in order to accept or decline the over expenditure.

The Chair of the committees within NFOG must send the minutes from the meetings to the Treasurer with the names of the participants who are entitled to reimbursement of expenses in connection with the meeting.

For more information, please look into: <http://www.nfog.org>

For questions regarding reimbursement of expenses, please contact the Treasurer of NFOG: treasurer@nfog.org

All expenses must be accompanied by relevant documents.