

Utrikespolitiska Föreningen Göteborg

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Utrikespolitiska
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Göteborg

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Travel Reimbursement Policy of The Society of International Affairs in Gothenburg.

Purpose

The purpose of this policy is to enable members of The Society of International Affairs in Gothenburg to have standardized and predictable regulations regarding reimbursements for travels in the name of The Society of International Affairs in Gothenburg. Each year one budget post will be created which is to be used for only travel reimbursements. When this post is depleted no more reimbursements will be given. Both board members and ordinary members of The Society of International Affairs in Gothenburg have the right to be reimbursed for travels in the name of the association.

Aspects to take into consideration

- To maximize the possibilities of members to participate in national events such as the annual meeting of SAIA, reimbursements for travels to those should be prioritized.
- Board members who are required to be present at certain events should be prioritized.
- Those travelling greater distances should be prioritized.
- When the board decides to grant travel reimbursements, it should consider whether there are future events where travel reimbursements might be necessary.
- Considering the scale of the budget of The Society of International Affairs in Gothenburg, the board can decide on a **fixed sum** for all travel reimbursements the following operational year.

Requirements

1. The trip must go to an event organized by SAIA, a local UF/UPF association or The Society of International Affairs in Gothenburg.
2. To request reimbursements for a journey, the member(s) are required to send in a motion before the date of the event. The board of the UF Gothenburg decides whether to grant or decline the requested travel reimbursement.

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Process and Details

1. A board member or ordinary member should submit a motion to the board with the following information before the date of the event:
 - 1.1. The estimated total cost of the trip. The motion should state the estimated cost of the journey and a maximum amount for the journey i.e. estimated and maximum train, and accommodation expenses.
 - 1.2. Description of the event to which the trip will take place.
2. The board will consider the motion during an ordinary or extraordinary board meeting.
3. If the board votes to grant the travel reimbursements, the writer of the motion has seven (7) days to purchase the trip and return with the receipts to the treasurer of The Society of International Affairs in Gothenburg, the purchase will then be reimbursed to the member in question. Note that reimbursements will not be paid out beforehand.
 - 3.1. If the journey is done by car, the seven (7) day period does not apply and the member in question should instead return with the receipts for the journey within five (5) days of arrival from the journey in question.
4. The treasurer will compare the received documents concerning the travel expenses with the motion and pay out the fixed amount for the operational year or the spent amount to the member's bank account.