

UWE REIMBURSEMENT RULES

UWE leaders are not entitled to receive remuneration for duties, but may receive reimbursement for authorised expenses related to UWE activities, subject to approval by the Executive and guidelines established by the General Assembly.

The rates from 2010 on are as follows:

a. Reimbursement for UWE meetings

Travel Expenses are paid to UWE elected and appointed leaders for participation in scheduled Executive Meetings. The grants are based on the costs of the cheapest possible means of transport to the place of the meeting from hometown or place of residence at the time of the meeting.

Transportation Costs to the General Assembly, wherever it is held in Europe: : 100% of the cost of return of confirmed economy airfaire or economy train fare.

Hotel Accomodation during the General Assembly for 2 days: 50% of the costs of a middle class hotel.

Registration fees for the UWE General Assembly : 100%

b. UWE related meetings across Europe

Representation of UWE elected and appointed leaders to attend UWE related meetings across Europe during the year. Travel- and hotelcosts Euro 250,- per visit, with a maximum of Euro 1.500,-

c. IFUW Board Meeting in Geneva

Representation of UWE elected and appointed leaders to attend the IFUW Board Meeting in Geneva in total Euro 200,- per year.

d. Council of Europe

Transportation- and accomodation costs for UWE elected and appointed leaders to attend the meeting of the Council of Europe: a maximum of Euro 1.000,- (4 times per year with a maximum of Euro 250,- per meeting.)

e. European Women's Lobby

Transportation and accomodation costs for UWE elected and appointed leaders to attend the EWL conference: a maximum of Euro 500,- per year. If they are not reimbursed by the EWL.

Advantage must be taken of any concessionary rates which could apply to the travel, without causing undue hardship.

Leaders must provide a supporting document indicating the price paid. This can be a copy of a ticket or an invoice.

f. General Expenses

Members of the Executive may apply for reimbursement of general expenses related to UWE activities like telephone, fax, postage, transportation Euro 100,-.