

# The North Sea Advisory Council



## Procedure 8.0 NSAC Travel & Subsistence Policy

### 1. NSAC Members

- 1.1 NSAC members may submit claims for reimbursement of travel expenses, subject to the rules set out below. Travel expenses reimbursed to Members will be limited to a maximum of €350 for first class rail, standard class air travel or a mileage allowance at the rate used by the European Commission.
- 1.2 Members may also claim a “per diem” allowance of 92 EUR per each day of a meeting, based on the European Commission’s daily subsistence allowance. This payment will be reduced by 30% for each meal provided for a meeting and by 50% where the distance between the official address of the member organisation and the meeting location is less than 100km. The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls etc.), as well as travel and accident insurance. In addition, a €100 flat rate per night is payable where an overnight stay is required.
- 1.3 Members must submit a signed [claim form](#) within 28 calendar days of the meeting date to the Secretariat. Expenses claims received after this date will not be reimbursed. All travel costs claimed should be evidenced with receipts.
- 1.4 All reimbursement will be subject to budget availability, hence costs will not be reimbursed if the budget is exceeded (e.g. in the case of more meetings taking place than were expected). Reimbursement for attendance at the following meetings will be subject to the following restrictions:
- 1.5 General Assembly – expenses within the limits set above may be reimbursed only for the Chairman of the General Assembly.
- 1.6 Executive Committee – expenses within the limits set above may be reimbursed for one representative for each Executive Committee seat.

- 1.7 Working Groups – expenses within the limits set above may be reimbursed for a maximum of fifteen NSAC Members (only one person per organisation), including the Group Chair. Should more than fifteen claims be received within the 28 day deadline then the NSAC Directors will decide which fifteen are to be reimbursed.
- 1.8 Focus Groups – It is recommended that a maximum of ten NSAC members participate in Focus Groups. Expenses with the limits set above may be reimbursed for a maximum of ten NSAC Members (only one person per organisation), including the Group Chair. Should more than ten claims be received within the 28 day deadline then the NSAC Directors will decide which ten are to be reimbursed.
- 1.9 Other Meetings – expenses within the limits set above may be reimbursed for members authorised in writing by the Secretariat to attend other meetings on behalf of NSAC. Expenses claims for over two days and two nights will be reimbursed only if approved in advance by NSAC Directors. Members will be chosen either based on their appointed role within NSAC (e.g. Working Group Chairman or Vice Chair of the Executive Committee) or an open call for notes of interest will be issued.

## **2.0 NSAC Contractors**

- 2.1 Individuals and organisations which have contracts to provide services to NSAC (e.g. the Chairman of the Executive Committee, Secretariat and Rapporteur) are entitled to claim the cost of standard class air or first class rail travel and reasonable expenses to carry out their contractual obligations. These costs will be limited to a maximum amount per year set out in the contracts and/or tender documents and must be evidenced and supported.

## **3.0 Experts Contributing to NSAC Meetings**

- 3.1 Individuals and organisations invited to participate as experts at NSAC meetings are entitled to claim the cost of first class rail, standard class air travel or a mileage allowance at the rate used by the European Commission.
- 3.2 Invited experts may also claim a “per diem” allowance based on the European Commission’s daily subsistence allowance. This payment will be reduced by 30% for each meal provided at a meeting and by 50% where the distance between the official address of the member organisation and the meeting location is less than 100km. The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls etc.), as well as travel and accident insurance. In

addition, a €100 flat rate per night is payable where an overnight stay is required.

- 3.3 Invited experts must submit a signed claim expenditure form (available from the NSAC secretariat) within 28 calendar days of the meeting date to the Secretariat. Expenses claims received after this date will not be reimbursed. All travel costs claimed must be evidenced with receipts.