

H.O. foundation: Reimbursement Policy

22 February 2011, final

1. Tickets

- Train Tickets will be re – paid at first class basis
- Inside Europe Plane tickets will be re - paid on economy class basis
- For members of the board Trans Continental trips may be repaid on business class basis
- Finalists for the H.O. prize will always be paid on economy- class basis

2. Daily Allowances

- Hotels will normally be re- paid up to a maximum of 200 Euro per day, including breakfast. Daily allowances (lunches, diner, other) are 120 Euro per day. In case diner / lunches are paid by others (for instance the Airplane company, or at board meetings by the H.O. foundation) this will be 60 Euro per day.
- “Travel time” counts as “work time”.
- If, in special cases, higher amounts are needed the treasurer and chairman decide together about this declaration. (Naturally they do not decide about their own declarations.)