



POLICY N°7 - REIMBURSEMENT

Proposal by the Board of EYP Switzerland 2015 and the Board of EYP Switzerland 2017 (section National Events).

First approved in Aarau on 19 April 2015 and 22 November 2017 (section National Events).

Updated by Patricia Azevedo, Jana Bühler and Eléonore Bleeker, 29 June 2019.

Further updated by the Board of EYP Switzerland 2019, 5 October 2019.

Purpose, Scope and Applicability

§ 1 Purpose

The following policy defines who is eligible for reimbursements.

§ 2 Scope

¹ EYP Switzerland understands and recognises its environmental and ecological responsibility.

² EYP Switzerland further recognises that depending on the location of its National Events Members are faced with largely differing costs of travelling.

³ No individual is entitled to personal gain from reimbursement. Reimbursements are only provided for incurred costs. If an individual is eligible for a higher reimbursement than the actually incurred costs according to this policy, the reimbursement is reduced to only cover the actual costs.

§ 3 Applicability

This policy applies to

- a. Officials performing at Sessions of EYP Switzerland,
- b. Board Members of EYP Switzerland attending a National Event or a Session within EYP Switzerland,
- c. Organising Teams of Regional and National Sessions and International Fora,
- d. drivers at any EYP Switzerland event,
- e. Members, for all National Events hosted by EYP Switzerland for its Members, not including its Sessions,
- f. Members of EYP Switzerland going abroad as Officials.



General reimbursement procedure

§ 4 Proof of payment

All request of reimbursement must be accompanied by a valid proof of payment in the form of a receipt or a contract. The proof of payment must include the amount of money and date of transaction.

§ 5 Form

¹ The following people must fill in the according reimbursement form:

- a. Officials performing at Swiss Sessions
- b. Board Members
- c. Drivers
- d. Participants of National Events
- e. Members of EYP Switzerland going abroad as Officials

² The form must be submitted, along with the proof of payment, before the assigned deadline but in any case within the calendar year of transaction.

§ 6 Exceptions

Failure to respect the general reimbursement procedure will result in the reimbursement being declined. No exception will be made in any case.

Reimbursement for officials at EYP Switzerland's sessions

§ 7 Responsibility

The Session itself, except Regional Sessions, is responsible for the reimbursement of their respective Presidents and Head of Jury. In case the session is financially unable to do so, EYP Switzerland will cover the costs.

§ 8 Presidents of Regional Sessions

¹ The President of a Regional Session receives full reimbursement for his/her travels, but no more than CHF 100.-

² Presidents of Regional Sessions who are permanent residents in Switzerland at the time of the Session can be reimbursed up to a CHF 100.- when travelling by train in 2nd Class.



§ 9 Presidents of National Selection Conferences

¹ The President of the National Selection Conference receives full reimbursement for his/her travels, but no more than CHF 200.-

² Presidents of National Selection Conferences who are permanent residents in Switzerland at the time of the Session can be reimbursed up to a CHF 100.- when travelling by train in 2nd Class.

§ 10 Head of Jury of National Selection Conferences

¹ The Head of Jury of the National Selection Conference receives full reimbursement for his/her travels, but no more than CHF 150.-

² Head of Jury of National Selection Conference who are permanent residents in Switzerland at the time of the Session can be reimbursed up to a CHF 100.- when travelling by train in 2nd Class.

§ 11 National Selection Conferences' Officials

A Session may reimburse all foreign officials travelling to the Session provided it receives a grant specifically dedicated to this, or if it has enough money to cover the fees.

§ 12 Cancellation by any Official

Should any Official cancel his/her participation at a Session for which his/her travel expenses were to be reimbursed, the reimbursement will be refused.

Board Members reimbursements

§ 13 Attendance of Board of National Committees meetings

Travel costs caused by the attendance of Board of National Committees meetings are reimbursed as follows:

- a. The costs for train rides are fully reimbursed.
- b. The costs for flights are reimbursed up to the cost of a train ride for the same route.
- c. The costs for any other mode of transport (such as a private car) are reimbursed up to the cost of a train ride for the same route.

§ 14 Attendance of other International Meetings

NC Representatives attending events such as trainings, summits or meetings for the



EYP-Network can be reimbursed by EYP Switzerland if the event itself does not cover the travel costs.

§ 15 Attendance of Board Meetings

¹ Travel costs to Board Meetings are reimbursed by EYP Switzerland, they are calculated on the basis of a 2nd Class fare. Board Members in possession of a GA/AG are not eligible.

² In the case of car travel, refer to clause 18.

§ 16 Board representatives at Swiss Sessions

¹ Travel costs to Swiss Sessions attended in the function of Board Member when so required are reimbursed by EYP Switzerland. They are calculated on the basis of a 2nd Class fare. Board Members in possession of a GA/AG are not eligible.

² In the case of car travel, refer to clause 18.

³ Other exceptional expenses incurred during and related to the Session will be covered by EYP Switzerland as well. The Board Member on Finances and Membership reserves the right not to reimburse Board Members in case the expense is not well-justified.

Organising Teams' reimbursements

§ 17 Session-related expenses

¹ Organisers are fully reimbursed for any expenses they make for Session purposes.

² The Organising Team is to be reimbursed by the Session and must be planned for in the Sessions' budget accordingly.

³ In case the Session can not reimburse its Organising Team, reimbursements may be provided by EYP Switzerland.

Drivers' reimbursements

§ 18 Event related driving

¹ Session related driving and driving for events of EYP Switzerland is reimbursed with 0.25 CHF per kilometre, but only if the use of a car was necessary:

- a. for the transport of goods,
- b. costs, in comparison to a train ride (2nd class fare), could be saved due to car-pooling.



² If the driving took place at or for a session, the expenses should be covered by the Session budget. In case the Session can not reimburse its driver(s), reimbursements may be provided by EYP Switzerland.

³ The reimbursement is not automatically disbursed but must be explicitly claimed by the driver until 4 weeks after the event.

Travel grant for Members travelling to National Events

§ 19 Environmentally Conscious Travel

¹ In line with the Sustainability Policy of EYP Switzerland this section aims at encouraging all members to travel in a sustainable manner and therefore applies only to travel by train and other local public transport to National Events.

² There is a grant created for this purpose.

§ 20 Allocation of grant to Members

All members are eligible to apply for this grant twice a year for two separate National Events.

§ 21 Amount of reimbursement

¹ Members may apply for reimbursement of 50% of their travelling costs to and/or from the location of a national event.

² EYP Switzerland will reimburse to a maximum of 50 CHF per person per event.

³ EYP Switzerland will reimburse only costs actually incurred to its members.

§ 22 Requirements for reimbursement

¹ Only Members of EYP Switzerland that have paid their yearly membership fee to the organisation or have been delegates at one of that year's sessions are eligible for reimbursement.

² Members in want of reimbursement are required to travel in 2nd class on trains or otherwise bring proof of travelling with the cheapest possible means of public transportation.

³ Members in want of reimbursement are to fill in and sign the respective online form and submit this to the Board Member of Finances and Membership, including a scan of the receipt.

⁴ The deadline for submitting a request for reimbursement is one week after the National Event has ended. The Board Member on Finances and Membership reserves the right to refuse a reimbursement after that deadline.



Travel Grant for Members going abroad

§ 23 Eligibility

¹ Any member of EYP Switzerland performing as an official abroad is eligible for this grant once a calendar year.

² The reimbursement is provided only if no one else (e.g.: session, school) is reimbursing the travel expenses

§ 24 Amount of the reimbursement

¹ The reimbursement will not exceed CHF 80 .-

² Should the travel costs incurred be less than CHF 80 .-, the Member will only be reimbursed for the amount effectively spent.

§ 25 Requirements for reimbursement

¹ Only Members of EYP Switzerland that have paid their yearly membership fee to the organisation or have been delegates at one of that year's Sessions are eligible for reimbursement.

² Members in want of reimbursement are to fill in and sign the respective online form and submit this to the Board Member of Finances and Membership, including a scan of the receipt, including a scan of the receipt

Approved in Bern, 12 October 2019 by the Board of EYP Switzerland.

This policy takes precedence over older documents. Unless explicitly specified otherwise, this policy enters into force immediately following its approval.

On behalf of the Board of EYP Switzerland,

Patricia Azevedo, President