



UAEM Members Reimbursement and Funds Disbursement Policy

This policy is designed to assist UAEM Europe e.V. student leaders and members in getting reimbursed for expenses incurred while conducting UAEM-related activities and in requesting funding in a timely manner.

UAEM Europe e.V. expects its members to act responsibly and professionally when incurring and submitting costs. The organisation will reimburse registered members, as per our membership policy, for reasonable expenses on pre-approved business in an effort to encourage forward planning. This includes, for example, travel fares and purchases made on behalf of the organisation, in the event that the organisation itself is not covering those costs incurred.

Any exceptions to the reimbursement and funding policy are at the discretion of the Executive Director.

Definitions

Reimbursement refers to the paying back of an amount of money — at a determined reimbursement rate — which has been spent by a UAEM Europe e.V. registered member and/or chapter for a UAEM-related activity which has already been passed and has previously been pre-approved to be reimbursed.

Fund disbursement refers to the payment of a pre-agreed amount of money by UAEM Europe e.V. to a third party, on behalf of a UAEM chapter, before the costs for a UAEM-related activity are incurred, based on the true costs to be incurred.

Funds Disbursement Policy

- I. All UAEM Europe e.V. registered members and chapters can request funding for all UAEM related events by filling in the Funds Inquiry Form.
- II. Chances and amounts of funding can be secured by requesting as early as possible, ideally with 2 months notice, and vary between 50% and 100%.
- III. To ensure the timely submission of funds inquiry, the initial request should give an overview of estimated costs to be incurred.
- IV. If true costs differ by $\pm 20\%$ of the pre-approved estimated costs, it should be communicated to the Executive Director at least 2 weeks prior to the date the funds are needed. There is no guarantee of disbursement beyond the pre-approved budget if significantly higher costs are communicated less than 2 weeks prior the needed date.
- V. Ad hoc funds requests require a minimum of 2 weeks notice to be considered, and are subject to budget availability.
- VI. The Executive Director will advise on a pre-approved budget.

Funding requests will be reviewed and assessed on the following criteria:

- The event/activity/reason for costs complies with the annual Action Plan and/or the vision/mission/values of UAEM Europe e.V.;
- Whether funds can be found through existing or new grants, donors and/or other funding sources; - If and how local chapter can additionally fundraise.

Should funds not be sufficiently available, for a specific event of activity, a smaller contribution can be agreed upon and made.

Reimbursement Policy Principles

Expenses

- I. All UAEM Europe e.V. related costs qualify for reimbursement as long as they are in line with the annual Action Plan. Any request outside this plan may require additional fundraising efforts or a shifting of allocated funds;
- II. Members and employees of UAEM Europe e.V. should neither personally benefit from nor be penalised when they incur expenses for and on behalf of UAEM Europe e.V.;
- III. Overhead costs of other legal entities than UAEM Europe e.V. cannot be reimbursed, unless a contract between UAEM Europe e.V. and the other legal entity states the possibility;
- IV. If personal travel is mixed with UAEM travel (e.g. if individuals stay in a location at their own expense before or after a UAEM trip) only the cost elements relating to the timeframe of the UAEM event will be reimbursed.

Pre-approval

- I. Expenses must be pre-approved for reimbursement by the Executive Director. Expenses that have not been pre-approved will not be reimbursed;
- II. Pre-approval for a reimbursement can only be given by the Executive Director and must contain written proof by email. By exception the UAEM Europe e.V. Board can give its mandate for a reimbursement if it is not possible to request pre-approval permission from the Executive Director.

Reimbursement Claim

- I. Chapters and members are required to advance costs from their own money and submit reimbursement claims and original receipts within 30 days of the travel or activity in order to be reimbursed for the expense. The reimbursement instructions as stated in the Reimbursement Claim Document must be followed;
- II. Student leaders and UAEM members are not reimbursed the same way for travel and expenses as staff members, due to their different functions. The differences are outlined below; knowingly falsifying any documentation submitted in support of a claim for reimbursement may constitute a violation of German law and result in disciplinary measures and penal action.
- III. A group travel reimbursement claim should be accompanied by a list of travellers (names and emails) for whom reimbursement is being asked for and a letter of authorisation signed by all other participating travellers allowing the requesting individual to accept reimbursement on their behalf, as well as any other relevant documents.

Travel Guidelines

UAEM Europe e.V.'s members and employees are required to implement this travel and expense policy in a manner which results in the most effective use of funds.

- I. When planning travel, consider if objectives can be met by a video or telephone conference or if a possible trip can be combined with another meeting so as to reduce overall costs.
- II. Book for travel as far in advance as possible and avoid higher costs due to last-minute planning.
- III. Try to travel together with other UAEM members where possible to decrease costs.
- IV. Speak with local UAEM members from your destination if they can help you with travelling, especially within your destination.

	UAEM Student Leaders and Members*	Staff, Speakers and Guests
UAEM student leaders and members are encouraged to travel economy class with the lowest available fare for non-stop travel (whether by air, rail or road). In case of car rental and group travels, please consult the Executive Director.	Between 0 — 75 Percent.	100 Percent.

* Specific events are subject to variable reimbursement terms, according to set event budget.

The following list includes example of non-reimbursable expenses.

- Personal travel insurance.
- Toiletries, cosmetics or grooming products.
- Expenses incurred by spouses, children or relatives.
- Sporting, social activities, shows, etc.
- Traffic, parking tickets and fines.

Speakers and Guest Guidelines

The costs incurred by invited speakers and guests to a UAEM event or activity should uphold the principles contained herein and follow the same general guidelines as for staff, but in all cases are at the discretion of the Executive Director to pre-approve according to the event or activity budget and flag to the UAEM Europe e.V. Board in the case of doubt.

Under no circumstances should a UAEM member or student leader promise reimbursement of expenses covered by UAEM Europe e.V. to an invited speaker or guest without first checking with the Executive Director.

Organisational Guidelines

When organising an event, project, or action, explore alternatives such as in-kind donations, student discounts, collaborations with local partners and other inexpensive options. Make bookings as far in advance as possible to avoid incurring late fees or higher costs due to last-minute planning.

General Reimbursement Information

All expenses and summaries must be submitted for payment by post within 30 days of the event/activity completion to:

Universities Allied for Essential Medicines Europe e.V.
Akazienstraße 3A 143
10823 Berlin
Deutschland

Reimbursement requests are being answered within 15 working days upon receipt of a valid reimbursement claim. If not all required information is submitted, more information will be requested and the result may take another 15 working days after submission of the missing information.

The reimbursement of approved expenses can only be done by bank transfer. Any fees associated with the transfer to non-Euro accounts will be borne by the payee and not by UAEM Europe e.V.. Members can discuss with the Executive Director about direct payment options to a third party if the pre-approved budget exceeds 200 EURO.

Transfers are made on a regular basis and accounts are closed at regular intervals throughout the year. Outstanding claims submitted more than 30 days after the event or activity without the specific prior approval of the Executive Director will not be reimbursed.

The budget for reimbursement is announced in EURO. Other currencies conversion rates are calculated with <http://www.oanda.com/currency/converter/> on the date of the expense.

UAEM members should in all cases follow the reimbursement instructions exactly, keeping a copy (or scan) on hand after sending the receipts and form by post mail to UAEM Europe e.V.. It is the responsibility of the person submitting the claim to know the details of the claim and to have this copy on hand in case of questions or loss in the mail.

Questions and Disputes

Any questions related to the content of this policy or its interpretation should be directed to the office (office@uaem.org). In the case of disputes about a claim, the issue should be brought to the UAEM Europe e.V. Board for guidance.