

SOP 16

IDF Expenses Policy

1. Overall purpose

- 1.1 To establish equitable ~~measures~~ and effective procedures to control travel and related expenses incurred ~~in during~~ the execution of IDF business.
- 1.2 This policy is applicable to all volunteers and staff members of IDF, including regional staff.
- 1.3 Prior to incurring expenses and prior to travelling, all ~~volunteers and staff individuals listed above~~ should ensure that the expense is necessary to conduct IDF business and that the objectives cannot be achieved via some other means.
- 1.4 IDF pays all reasonable expenses. The amount of these expenses should reflect good business practice and judgment and be kept as low as possible.
- 1.5 IDF will only reimburse expenses that are necessary to carry out its activities.
- 1.6 ~~Volunteers and staff All individuals listed above~~ are responsible for the correct reporting of their expenses, as well as for the timely submission of their claims to the Finance Department. ~~IDF's Finance Department is responsible for the timely payment of these expenses.~~

2. Policy cost by nature

- 2.1 Airline tickets
 - 2.1.1. All flight bookings should be made as early as possible and at least two (2) weeks in advance when possible.
 - 2.1.2. It is recommended that all travel is booked through the IDF approved Travel Agency.
- 2.2 Class of service:
 - 2.2.1 No first class travel is permitted;
 - 2.2.2 Flights of less than 8 hours ~~or less of continuous total~~ flight time should be booked in economy class;
 - 2.2.3 For flights longer than 8 hours ~~continuous total~~ flight time, business class ~~may be travel is~~ permitted for Members of the Board;
 - 2.2.4 Business class may also be permitted where it is necessary to engage in business activities immediately upon arrival, unless it is more feasible to travel a day earlier;
 - ~~2.2.5~~ The choice of airline must take account of the price, service and schedule;
 - ~~2.2.5~~
 - ~~2.2.6~~ Business class ~~may be is~~ permitted for Directors travelling to Board meetings or Congresses for flights longer than 8 hours when total flight time exceeds 8 hours. When attending other events, Directors ~~may be are~~ permitted to travel in Premium Economy, with the possibility ~~of to upgrading~~ their tickets with IDF miles if this is an option;
 - ~~2.2.7~~ All other IDF staff ~~are travelling~~ in economy class;
 - ~~2.2.8~~ The President and President-elect ~~may be permitted to travel in business class at all time~~ irrespective of flight time.

3. Taxi and private car usage

- 3.1 Taxis should only be used if considerable time savings ~~are can be~~ obtained or if use of public transport would be inconvenient or unsafe;
- 3.2 Travelers must choose the least costly means of transport. The mileage travelled with private cars (e.g. for transport to the airport) will be reimbursed at € 0,30 per km.

4. Visas and vaccinations

- 4.1 It is the responsibility of the traveler to obtain visas and vaccinations if legally required. IDF will bear all the costs.

5. Hotel Accommodation

- 5.1 It is recommended to use the IDF approved Travel Agency to book hotels.
- 5.2 If the traveler is participating in a training course or conference, where the organiser provides hotel accommodation, he/she ~~may should~~ use the ~~offered~~ hotel offered.

5.3 The principle is to stay at proper business hotels near to meeting activities at a reasonable price, yet secure the lowest possible price.

5.4 Standard rooms in 4-star hotels are permitted. If the 4-star hotels in the destination country are not comparable to the current global standards in terms of safety or cleanliness, a 5-star hotel may be permitted.

6. Telephone and Internet Usage

6.1 IDF covers reasonable telephone and internet expenses for business use.

6.2 IDF does not cover the monthly subscription for mobile or internet connections.

7. Minibar

7.1 IDF does not cover the expense of drinks from the minibar.

8. Tips

8.1 Local practice should be followed. Tips can be reported as expenses without receipts as long as they represent reasonable amounts.

9. Pay-per-view films

9.1 IDF does not cover expenses related to pay-per-view films.

10. Excess Baggage

10.1 IDF does not cover excess baggage.

11. Meals

11.1 Meals are reimbursed upon presentation of a receipt when deemed reasonable.

12. Travel requisition

12.1 For the meetings of the Board of Directors and other Committees organized by the Executive Office, no travel requisition is required, except for staff members.

12.2 All other travel of Board Directors, in that capacity, requires prior approval of the President.

12.3 All expenses of the President requires the approval of the Vice-President Finance ex post facto.

12.4 All travel of ~~the~~ IDF staff members requires the prior approval of the Director(s) of IDF.

12.5 All travel of the Director(s) of IDF requires the approval of the President.

12.6 Honorary Presidents may be offered free registration for World Diabetes Congresses, hotel accommodation for up to five nights in one of the headquarter hotels, and return travel in accordance with this policy.

12.7 Honorary Members and Life Members may be offered free registration for World Diabetes Congresses, but will be responsible for their own travel and accommodation expenditure.