

Travel policy

The Lung Cancer Europe (LuCE) Travel policy aims to explain what constitutes reasonable travel expenses, inform of maximum allowed limits and guidance for reasonable exceptions. The policy also aims to explain the reimbursement process. This policy aspires to be clear and precise, so that the LuCE Executive Board, external contractors' and LuCE members, and other external individuals (as appropriate) are aware and understand the procedure on how to adhere to it at a reasonable and practical level. It is our intention to monitor environmental changes on a regular basis which may effect limits set within the policy and adjust same when deemed necessary.

This policy includes but is not limited to LuCE members and/or invited participants

- When taking part in designated LuCE activities, such as the AGM, a masterclasses or other event as deemed appropriate by LuCE, it is necessary for members to be up-to date with membership fees in order to submit an expense claim. Accommodation will normally be booked by LuCE. Invited persons cannot book their own accommodation.
- If an extra night of accommodation is required due to travel schedule (i.e. flight time etc.), the participant must contact LuCE for approval **BEFORE** booking their travel.
- Invited persons must make their own travel arrangements.
- Travelers must purchase an economy class air ticket or a second-class train ticket.
- In exceptional circumstances i.e. vulnerable health disposition, or for other safety reasons a first class train ticket may be permitted with prior approval granted by a LuCE board member or Executive Officer
- Travel is limited to one person per member organization unless agreed otherwise
- Bookings must be completed within two weeks from notification of the event to ensure best prices available. Cut off dates for travel bookings will be specified by email in advance of the specified deadline
- LuCE reserves the right not to reimburse if travel is booked outside of the deadline
- The maximum amount reimbursed in relation to travel is 500 Euro unless agreed otherwise and with prior approval from LuCE
- Public transport should be used as a general rule. Taxis will only be reimbursed when there are exceptional circumstances and must be approved in advance by a

- LuCE board member or Executive officer
- Taxi travel is permitted where there are two or more individuals sharing and passenger names must be included on the travel reimbursement form. LuCE reserves the right not to reimburse taxi costs where they are not appropriately justified.
- If travelling by car, distance travelled will be refunded at a rate of 0.50 Euro per km. Toll charges and parking can only be reclaimed with original receipts. Distance is calculated from the organization registered address to the venue location via google maps direct route distance calculator

Travel Insurance

- Please note that Lung Cancer Europe does not accept responsibility or liability for travel insurance or purchase of same when travelling to a LuCE event. Individual members are advised to ensure they have sufficient personal travel insurance if and when required.

Expense claims

The following rules apply:

- Expense claims must be submitted on the official LuCE reimbursement form
- Original receipts must be scanned, and the signed reimbursement form (either e-signature or scanned with original signature) must be sent as attachments to the email on the reimbursement form at the latest of one month after the date of travel.
- LuCE will reimburse for reasonable food and beverage expenses incurred while travelling to or from the meeting upon presentation of original scanned receipts. We do not reimburse expenses related to alcohol.
- LuCE will not reimburse expenses, which have been submitted later than one month from date of travel.
- If the expenditure has occurred in a currency other than Euro, the exchange rate should be noted on the claim form using either a copy of the bank payment or the rates published on the following website:
<http://ec.europa.eu/budget/graphs/inforeuro.html>. The exchange rate shall be the rate of the day/month/year in which the expense was incurred.
- We aim to have submitted expenses processed and reimbursed via bank transfer within one month from receiving the fully completed and signed reimbursement form, together with all scanned receipts.

- LuCE will not reimburse travel, which has been booked outside of the deadline specified on email correspondence in advance of the meeting. There will be no exceptions.

Approved:

Signature

Date

Anne-Maire Baird

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