



Lung Cancer Europe

LuCE Travel Policy

1.0 Purpose of policy

The purpose of this policy is to provide guidance on 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 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 LuCE's intention to monitor environmental changes on a regular basis which may affect limits set within this policy and adjust same when deemed necessary.

When taking part in designated LuCE activities, such as the Annual General Meeting (AGM), a Masterclass or another event as deemed appropriate by LuCE, it is necessary for Members to be up-to date with Membership fees to submit an expense claim.

Individuals will be informed of registration and travel deadlines as appropriate via email and must abide by any deadline given within said email.

This Policy is subject to Swiss law.

2.0 Who is covered by this policy?

This policy covers LuCE Members, external contractors and/or any invited participants. Travel reimbursement is limited to one person per Member organisation unless that organisation is represented on the Board (where one additional Member is allowed per organisation) and/or unless agreed otherwise in consultation with the LuCE Treasurer.

3.0 Accommodation

3.1 Accommodation general

Accommodation will be booked by LuCE based on responses provided on a pre-event travel survey. Invited individuals cannot book their own accommodation and must inform LuCE of their needs in advance of the meeting. In exceptional circumstances whereby an invited individual must book accommodation themselves or through their own organisation, they must inform the LuCE Treasurer for approval **BEFORE** any accommodation is booked.

If an extra night of accommodation is required due to travel schedule (i.e., flight time etc.), the participant must contact the LuCE Treasurer for approval **BEFORE** booking their travel.

LuCE will not pay for accommodation arranged privately even if it is cheaper than the accommodation booked by LuCE.



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4.0 Subsistence

4.1 Subsistence general

LuCE will reimburse subsistence (except the cost of alcohol). **The maximum claimable *per diem* amount is 60 EUR.** Only actual costs may be claimed. All subsistence claims must be supported by receipts.

4.1.1 Breakfast

The cost of breakfast may be claimed within the *per diem* rate provided that: (i) the journey commenced from their normal place of residence or workplace before 06:00, (ii) breakfast is not provided as part of the accommodation cost, or (iii) breakfast is not provided as part of the event.

4.1.2 Lunch

The cost of lunch may be claimed within the *per diem* rate provided that: (i) the individual is travelling during the lunch period (12.00 – 14.00), or (ii) lunch is not provided as part of the event.

4.1.3 Evening meal

The cost of an evening meal may be claimed within the *per diem* rate provided that; (i) the individual is required to stay overnight (i.e., an event starts early the following morning), (ii) the individual will be away from their normal place of residence or workplace at least five hours in one day and will not return home until at least 19.00), or (iii) an evening meal is not provided as part of the event.

4.1.4 Refreshments and snacks

Cost of refreshments and snacks may be claimed as part of the *per diem* rate, when travelling provided that the journey is at least three hours or more in duration. One snack per day is allowable.

4.1.5 Alcohol cost

Cost of alcohol or alcoholic drinks may not be claimed as part of the subsistence allowance.

5.0 Travel arrangements

5.1 Travel general

Invited persons must make their own travel arrangements and ensure it is the most cost-effective mode of transport considering the journey time, nature of the journey and cost. The start and end points of travel and reason for travel should be stated on the reimbursement claim. Travel must be booked in line with given deadlines. Past the specified



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deadline, LuCE will only reimburse 50% of travel costs. Should exceptional circumstances have contributed to the delay, this must be discussed with the LuCE Treasurer on a case-by-case basis.

5.1.1 Air and Rail Travel

Individuals must purchase an economy class air ticket or a second-class train ticket. In exceptional circumstances i.e., vulnerable health disposition, or for safety reasons a first-class train ticket may be permitted with prior approval granted by the LuCE Treasurer. The maximum amount reimbursed in relation to travel is 500 EURO unless agreed otherwise and with prior approval from the LuCE Treasurer.

5.1.2 Taxi travel

Public transport should be used where possible and should be used as a general rule. Taxis will only be reimbursed when there are exceptional circumstances and must be approved in advance by the LuCE Treasurer. LuCE reserves the right not to reimburse taxi costs where they are not appropriately justified.

The use of taxis will be reimbursed in the following circumstances:

- Public transport is not suitable (i.e., heavy or bulky equipment is being transported or the passenger has restricted mobility or a vulnerable health disposition, or for other safety reasons)
- Public transport is not available (i.e., late at night or general strike action)
- A shared taxi is cheaper than public transport
- Limited public transport alternatives
- Emergencies
- Required to work or arrive late (after 21.00) or required to depart early (before 06.00) where this is not a regular or a frequent event

Taxi expenses must be supported by a receipt and a full explanation. Handwritten receipts are acceptable for taxi claims provided they are on the taxi company's stationery (i.e., a receipt card). Where there are two or more individuals sharing a taxi, passenger names must be included on the travel reimbursement form.

5.1.3 Travel by car

If travelling by car, the distance travelled will be refunded at a rate of 0.50 EURO per km. Distance is calculated from normal place of residence or workplace to venue location via Google maps direct route distance calculator. LuCE is not responsible for any traffic fines or offences incurred, nor are LuCE responsible for ensuring the individual has all necessary documents and car cover (i.e., tax, insurance).



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5.1.4 Parking

Parking costs necessarily incurred will be reimbursed when supported by receipts. Parking meter charges will also be reimbursed if details of date, times and location, and reason for travel are provided with the claim.

5.1.5 Penalties, congestion, and toll charges

Congestion or toll charge(s) will be reimbursed if they were necessarily incurred, and the original receipts must be provided. Fines for non-payment of the congestion charge(s) or any other penalty will not be reimbursed. Speeding and other driving offences and parking infringement fines will not be reimbursed.

5.1.6 Cycle hire

LuCE will reimburse individuals for reasonable costs associated with bike hire while attending a LuCE event subject to the following conditions:

- The individual is attending a specified LuCE event
- Travel is to/from their normal place of residence or workplace to/from the airport/train station to/from event location

All cycle hire expenses must be supported by original receipts. Individuals are responsible for their own safety while cycling and must adhere to all local traffic laws and regulations. Individuals are responsible for ensuring they have adequate cycling safety gear and travel insurance coverage for cycling activities. LuCE will not be liable for any accidents and/or fines incurred.

6.0 Travel Insurance

LuCE does not accept responsibility or liability for travel insurance or purchase of same when travelling to a LuCE event. Individuals are advised to ensure they have sufficient personal travel insurance if and when required.

7.0 Other expenses

For any other incidental expenses not covered within this policy, please contact the LuCE Treasurer.

8.0 Expense claims and reimbursement process

The following rules apply:

- Expense claims must be submitted through the official LuCE reimbursement form via the internal Members Site (Appendix A), along with scanned copies of original receipts. If the individual is not a LuCE member, they may submit a breakdown of their expenses with scanned copies of original receipts to the LuCE Treasurer.



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- Claims must be made as soon as possible after the expenditure takes place and within one month from 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 (rate as outlined above). LuCE do not reimburse expenses related to alcohol.
- 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.
- LuCE aims to have submitted expenses processed and reimbursed via bank transfer within one month from receiving the fully completed form, together with all scanned receipts.
- LuCE will not reimburse claims which are outside of the reimbursement deadline. There will be no exceptions.



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Appendix A: Travel Reimbursement on the LuCE Members Site

Step 1: Log in to Members Site

Step 2: Click on Travel, then Travel Reimbursement



Step 3: Fill out LuCE Expense Submission and upload scanned copies of original receipts/email receipt copies, as appropriate and click submit


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LuCE Expense Submission

Submit invoices and receipts for expense approval and payment by LuCE.

Your name *

Your email *


Your bank account information (if not on invoice) – Bank name, address, account number, IBAN, SWIFT (BIC) code

0/2000

Select your expense category *

Amount (Euros) *

Upload your file(s) for reimbursement *


Choose a file to upload or drag and drop here

Add a description (optional)

0/2000

You will receive a confirmation email once your LuCE Expense Submission has been received.

If you have any queries about this Travel Policy, please contact info@lungcancereurope.eu