

## IUPAC Travel and Expense Policy 2020

### Objectives

The objective of the Expense Policy is to ensure our members subscriptions are spent wisely. We will ensure volunteers and employees are not out of pocket when incurring reasonable expenditure on behalf of IUPAC. Reasonable is defined below.

Commitments to expenditures should be pre-approved within the IUPAC Divisions and Committees so that any unnecessary expenditure can be avoided. Approval is therefore expected from the Division President, Committee Chairman or Task Group Leader that the need to incur costs is justified. Claimants will be expected to show that approval was given and by whom. Project funds are not to be used for conference registration nor to facilitate attendance at a Conference,

All claims must be accompanied with valid receipts. All claims should be made in the currency of settlement with the claim form showing the effective exchange rate incurred on the date of the expense. Currency exchanges also require receipts showing exchange rates to justify eventual claims. The Secretariat will expect the Division President, Committee Chairman or Task Group Chair to have approved the claim as valid prior to submission of the claim form.

IUPAC will settle reasonable claims in full and pay any transaction costs associated with settling a claim. Additional costs incurred by IUPAC due to account information errors and returned wires and transactions will be responsibility of the Claimant. Claims must comply with the guidelines on the claim form and provide accurate banking information.

### Reasonable expenditure

IUPAC will reimburse the lowest cost airfare. Volunteers who wish to travel at premium rates may do so but at their own expense. Any other purchases associated with air travel will be considered as exceptional and should be approved as such prior to travel (see exceptional circumstances below). Also, in exceptional circumstance claims may be made in advance for an airfare that has been purchased. Claimants will be required to provide proof of travel after the travel dates otherwise IUPAC has the right to reclaim the expenditure.

Airport car parking may be claimed where this is preferred to public transport, but IUPAC will not settle claims for car mileage or fuel. Public transport at standard rates can be claimed and taxis may be used only where there is no public transport available or where public transport is considered unsafe. IUPAC will not settle claims for car rental other than in the most exceptional circumstances and requires pre-approval by the Executive Director on behalf of the Treasurer.

Subsistence for accommodation and meals may be claimed up to the daily rate for each city defined by IUPAC in line with US Government policy. It is important that these rates are obtained from the Secretariat and understood by the claimant before making bookings or before travel is undertaken. Claims can be made for the agreed period of travel plus 1 day. The claim up to the maximum allowable must take account of any subsistence costs paid directly by IUPAC on behalf of volunteers for hotel rooms, meals or event catering. It is the claimant's responsibility to have checked this before committing to expenditure.

Visa costs may be claimed for countries that volunteers or employees would not otherwise be visiting. Only when required by a country's policy will travel insurance be reimbursed.

Facilities costs for meeting venues will be settled providing these are within budget for the project, Division or Committee. Any likely costs associated with software, IT or Web development or publishing should be referred to the Secretariat for eventual settlement directly with suppliers. Consideration of any website development (non-IUPAC platform) is subject to consultation and approval by the Executive Director

Claims should be submitted for reimbursement within 30 days of the expense being incurred. Claims submitted in such a timely manner will normally be settled in 30 days on a first in first out basis.

### Exceptional Circumstances

What IUPAC will and will not reimburse is tabulated and available on the website. Exceptional circumstances must be referred to the Executive Director and ultimately the Treasurer for consideration at their discretion.