

Below is the general rules of EMF expenses as decided by the board on the 1st April 2006:

General rule of travel:	Travel shall be done in the cheapest way possible without compromising too much on travel time.
General rule of mileage:	Travel by own car more 500 km in must be approved by a member in the EMF Board.
General rule of costs:	Costs of any kind, generated by participating in EMF related activities has be to approved by a member of the board in advance.
General rule of documentation:	All cost need to be thoroughly documented in originals if EMF shall pay back.
Mileage :	0,25 €/Km (plus expenses like motorway tolls, car park).
Accommodation:	Maximum of 60 €/night, if higher than the Financial Manager needs to approve.
Daily Allowance (DA) =	35 € per day.

Payment rules for allowance (total amounts for period):

Away from home first day = <12h = 0,5 DA
= >12h and no night = 1 DA

Away from home 1 night = 1,5 DA

Away from home 2 nights = 2,5 DA

Away from home x nights = x + 0,5 DA

If meals are included then no DA will be paid (excluding breakfast only).

DA will be paid from first day with official EMF obligations until last day with official obligation + 1 day of travel if needed.

Days in the middle of the stay can be excluded if no official EMF obligations exist at those days.

This XL form is mandatory to use when applying for the Travel costs and allowance.