



NFOG RULES FOR REIMBURSEMENT

Revised 2018-10

NFOG rules for reimbursement for NFOG Board,
AOGS /ACTA Editorial Board, NFOG Committees and NFOG Fund

From 2018, NFOG accepts electronically reimbursement only.

A completed and electronically signed NFOG reimbursement form is sent with attachments to: treasurer@nfog.org.

NOTE: NFOG reimbursement form and receipts sent by ordinary paper-mail will be returned without reimbursement.

All expenses that are to be reimbursed must be documented.

Tickets, bills, receipts, vouchers etc must be scanned and accompanying the reimbursement form as attachments. PDF-format (or high quality JPEG) is preferable.

Original receipts must be displayed on request.

Therefore, please retain the original receipts until the actual reimbursement is made.

Hotel and travel expenses:

In general, all travel expenses should be kept as low as possible. The use of travel agencies should be avoided. Purchase of e-tickets via Internet is recommended. Members of board and committees are asked to book non-refundable tickets at the lowest price. If, for some reasons the flight has to be changed, NFOG covers all expenses.

The use of private car (DKK 3,80/km) is only reimbursed for short distances within the Nordic countries (i.e. to / from the airport) or if public transport is not possible.

NOTE: The reimbursement of private car expenses is regarded as personal income and should be reported to the tax authorities.

Board and committee meetings:

Expenses for board and committee meetings must be kept within the budgets set by the general assembly of NFOG. If the budget is expected to be overexcited, then the Treasurer must be asked before the event in order to accept ore decline the over expenditure.

The Chair of the committees within NFOG must send the minutes from the meetings to the Treasurer including the names of participants who are entitled to reimbursement of expenses in connection with the meetings.

For more information of reimbursement, please look into: <http://nfog.org>.

For questions regarding reimbursement of expenses, please contact the Treasurer of NFOG: treasurer@nfog.org