



Guidelines for Reimbursement of Expenses

The reimbursement policy of the SSAI is to keep costs and expenses as low as possible.

Main points

1. Reimbursement of expenses is offered only in connection with meetings and activities arranged by or approved by The Board or the joint approval by the President, The Secretary General, and the Treasurer of SSAI.
2. Before activities can be approved, the person responsible for organizing the activity or meeting has to present a total budget for the arrangement for The Board or the above mentioned officers of The Board.
3. If activities or meetings are approved by The Board or the above mentioned officers of The Board it is mandatory that the budget should be conveyed to The Treasurer.
4. Every activity or meeting should be planned with the purpose of keeping expenses as low as possible.
5. Travel expenses should be kept as low as possible, e.g. by using economy tickets. Otherwise, acceptance is necessary beforehand.

Reimbursement form

1. The official Reimbursement Form of the SSAI should be used when claiming reimbursement.
2. Only expenses documented by original vouchers (not copies) will be reimbursed.
3. The charge for international transfer of money is usually high. It is therefore advised that the reimbursement of your vouchers relating to an event is settled in one transaction as few as possible. For board meetings and joint meetings reimbursement is best handled through the national treasurer.
4. When claiming reimbursement the following **mandatory information** has to be specified:
 - ✓ Name, address and country of the person who claims the reimbursement.
 - ✓ Name and address of the account holder to whom the money has to be transferred, if this is not the same as the above.
 - ✓ Name and address of the bank to which the money has to be transferred.
 - ✓ Bank information for Banks outside Denmark: SWIFT-code of the bank and International Bank Account Number (IBAN No). For banks in Denmark only information about Registration Number and Account is necessary.
 - ✓ The amount of money and the currency for each item.
 - ✓ The total sum of money and the currency of the reimbursement.
 - ✓ The reimbursement form must be signed.
5. Reimbursement forms should as a standard be forwarded to the SSAI-treasurer within 3 months after the activity and 6 months at the latest to guarantee reimbursement according to the budget.