

Reimbursement policy

General information

The purpose of this policy is to establish a procedure for ProTerra Foundation (referred to as ProTerra) for reimbursing travel expenses. These guidelines will also ensure certainty and transparency of reimbursements and will give guidance to both the Secretariat of ProTerra and that of its Stakeholders when acting on behalf of ProTerra.

General conditions

These rules shall apply to any individual appointed or invited by ProTerra to participate in a meeting or event, wherever the location of the meeting or event.

ProTerra will reimburse travel expenses to participants in meetings or events organized by ProTerra or by any of its Bodies or Members on behalf of ProTerra with the prior consent of the latter. Reimbursement of travel expenses related to participation in other events of interest to ProTerra requires prior approval from the ProTerra Managing Director through the Secretariat and via the email address: info@proterrafoundation.org

Normally, only 1 participant per organisation will be given financial support to participate in the meeting or event. Exceptionally and only with prior approval from the ProTerra Managing Director obtained through the ProTerra Secretariat, more numerous representations per organisation will be given financial support in case of duly justified circumstances.

For any assignment involving travel, expenses are reimbursed based on actual and reasonable expenditure incurred.

No other expenses apart from those recognised in these rules will be reimbursed, except if prior approval was given by the ProTerra Managing Director through the ProTerra Secretariat in view of duly justified exceptional circumstances.

No reimbursement will be made if the participant has received or is entitled to any equivalent reimbursement from any other source for the same trip.

ProTerra shall not be liable under any circumstances for any material, immaterial or physical damages suffered by invited participants in the course of their journey to or stay at the venue where the meeting or event is held.

Reimbursable expenses

Participants shall be entitled to reimbursement of their travel expenses from their home or professional address to the meeting venue, by the most direct and appropriate means of transport given the distance involved.

All plane tickets should be economy class fare. No business class fares will be reimbursed.

For rail tickets, second class fare will normally be reimbursed, except for journeys longer than two hours, in which case first-class fare can be reimbursed.

For travel by bus standard fare will be reimbursed.

If the route is not served by train, the cost of travel by private car shall be reimbursed at a rate of 0,19 € per km. If a private car is used, train station and airport parking costs will only be reimbursed

if the route is not served by train. In that case, participants are urged to use long-term, lower-cost parking lots when available.

Approval must be obtained from the ProTerra Managing Director through the ProTerra Secretariat prior to purchasing travel tickets with a value of more than 300 euros. If approval has not been obtained in advance, such purchase and the absence of notification must be duly justified.

If hotel accommodation is not provided by ProTerra, it will be reimbursed up to 150 € per room per night, including breakfast, and excluding any additional costs that may be incurred during the stay at the hotel. A more expensive room shall be reimbursed only in case of duly justified circumstances. Hotel stays will be reimbursed from the night prior to the first day of the meeting or event, depending on the scheduled starting time of the meeting or event and the length of the journey. Reimbursement of extended hotel stays requires prior approval from the ProTerra Secretariat in case of justified circumstances.

Taxi fare will only be reimbursed in case the use of the taxi is duly justified under specific circumstances (e.g. no bus available).

Procedure for reimbursement

Payment shall be made by the ProTerra Secretariat upon receipt of the reimbursement request by the participant.

Travel expenses shall be reimbursed on presentation of original supporting documents, tickets and invoices or, in case of online bookings, the printout of the electronic reservation and boarding cards for the journey. The documents supplied must show the class of travel used, the time and date of travel and the amount paid. In case it is not possible to present original documents, participants must justify such circumstances and present a copy of the relevant document/s.

All reimbursements shall be made to one and the same bank account of the participant. All claim forms and tickets shall be sent together for the entire trip and not in separate mailings. The ProTerra Secretariat may request any proof of payment or additional document regarding the travel costs incurred by the participant.

Requests for reimbursement should be received if possible, within 20 working days from the date of the meeting or event and should be sent by mail to: info@proterrafoundation.org

Payment

Travel expenses shall be reimbursed in Euros (€), where appropriate at the official rate of exchange applicable on the day of payment.

Non-reimbursable expenses

- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses occurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.

Remuneration ProTerra Members of the Board of Directors, Certification and Standard Committee and Stakeholder Council

Members of the ProTerra Foundation of the Board of Directors, of the Certification and Standard Committee and of the Stakeholder Council contribute to the organisation on a pro-bono basis.

According to the ToR's the members are entitled to reimbursement of travel costs (airfare and train based on 2nd/economy class tariffs) and to a daily subsistence for meetings abroad. However, none of these payments is made automatically, but only when explicitly asked and by presenting adequate invoices and receipts. Reimbursement will be done after the Managing Director has approved those invoices/receipts.

If hotel accommodation is not provided by ProTerra, it will be reimbursed up to 150 € per room per night, including breakfast, and excluding any additional costs that may be incurred during the stay at the hotel. A more expensive room shall be reimbursed or payment in advance shall be provided only in case of duly justified circumstances. Hotel stays will be reimbursed from the night prior to the first day of the meeting or event, depending on the scheduled starting time of the meeting or event and the length of the journey.

Board members have the possibility to require 1.500 € once a year for their services and effort, only if this has not already been compensated by the ProTerra Foundation (no employees and contracted service providers are entitled to make use of this allowance).

Any questions related to the content of this policy or its interpretation should be directed to the ProTerra Secretariat: info@proterrafoundation.org