

Expenses Reimbursement Rules | ESPID Annual Meeting

These are reviewed annually by the Board. The last revision was in February 2020.
Comments from members about these rules are welcome and should be sent to admin@espid.org.

	Registration (with lunch)	Travel	Accommodation (mostly 5 nights)	Lunch	Dinner	Paid By		Notes
						ESPID	Congress	
Invited Speakers								
Bill Marshall Awardee	x	x	5	x	x		x	Medal
Invited speakers (incl. MTE)	x	x	5	x	x		x	
Walter Marget workshop speakers (max. 2)	x	x	6	x	x		x	
High-profile overseas speakers (max. 5)	x	Business	5	x	x		x	
ERMC keynote speaker (max. 1)	x	x	6	x	x		x	
Joint society session speakers (generally 2 per session)	x	(x)	(x)	x	x		x	Costs shared with other societies 1:1; chairs / officials from other societies not covered if not speaking
Board & Chairmen								
Board members (incl. members retiring/joining at meeting)	x	x	7	x	x	(x)	(x)	Status as speaker or MTE takes priority – then paid by congress
ESPID committee chairs	x	x	5 (6 if participating at WMW or ERMC)	x	x	(x)	(x)	Status as speaker or MTE takes priority – then paid by congress
ESPID committee members (excluding chairs)	x		1-2	x		(x)	(x)	Edu: 2 nights ERMC: 2 nights Other: 1 night
Members of the LOC (max. 6)	x	x	5	x	x		x	
International scientific committee								No reimbursement
Chairs of Scientific Sessions								No reimbursement
Society								
Foundation Trustees	x			x	x	x		
Education awardee	x	x	5	x	x	x		Medal
Communication awardee	x	x	5	x	x	x		Medal
New ESPID Honorary member	x			x	x	x		
Auditors of accounts								No reimbursement
Social media directors	x		5					Low budget hotel
Past fellowship awardees (presenting)								No reimbursement
RNC Presentation awards - Prize Award Winners	x							Will present at ESPID AGM
Registration Only								
Case rounds presenters of previous year	x			x		x		
MTE coordinators (YE)	x			x			x	
Travel Award Scheme								
Fellowship Awardees	x	x	5	x				Travel award scheme
Young Investigator Awardees	x	x	5	x				Travel award scheme; medal
PIDJ Awardees	x	x	5	x				Travel award scheme
WMW attendees	x	x	6	x				7 travel awards (best scored)
ERMC juniors	x	x	6	x				7 travel awards (best scored)

Rules and procedures

1. Free registration. This must be arranged via the congress bureau. If entitlement to free registration becomes apparent after it has been paid for, it will be reimbursed.
2. Accommodation for speakers and guests. This must be arranged via the congress bureau and should not be booked independently. ESPID will not reimburse hotel and accommodation costs booked independently. Accommodation will normally be covered for 5 nights and includes bed and breakfast in one of the congress hotels. Additional nights will only be covered for Board members and committee chairs where this is specifically needed to permit attendance of meetings relating to ESPID business.
3. It is essential that registration and accommodation booking procedures are done via the Congress Bureau in a timely way as without this information the congress bureau has no attendance records with which to plan the meeting. People who do not arrange registration and accommodation well in advance cannot be guaranteed a hotel room or reimbursement.
4. Air travel. ESPID sets maximum allowances for airfares depending on where the person is traveling from. The rates are revised annually (see table below). Reimbursement above these limits will only be allowed in special circumstances and must be agreed in advance. Booking must be economy class except when the total time in flight exceeds 5 hours in which case higher class tickets will be refunded up to the published allowance (see table). For fares above the standard Europe allowance, guests should contact the congress bureau so that they can identify the best value booking at the times required. Bookings must always be made early to obtain lower fares.

Reimbursement Rules for ESPID 2020	
Travel Category	Maximum Reimbursement
Domestic travel (Scandinavian countries): flights, train, car	€ 120
Flights from Europe	€ 500
Flights from Middle East	€ 600
Flights from South America/North America/Canada	€ 1'800
Flights from Australia:	
East Australia	€ 2'300
West Australia	€ 2'000
Flights from Africa	€ 1'200
Flights from Asia	€ 1'800
Plenary speakers (non -EU)	Business class
Accommodation allowance: 5 nights per speaker	

For joint Symposia:

<p>ESPID to co-sponsor together with joint society the total cost of invited speaker travel and accommodation evenly between them. ESPID to cover the registration cost</p>

5. Costs of ground transportation both ways between home/base and home airport and between conference airport and congress will also be reimbursed. Rules: payment on evidence of payment only. Standard class (train) fares only where applicable. Car mileage is paid at standard rates as determined by ESPID (see table above). Maximum amount paid for any one ground transfer is € 100. Where organised congress transfers are available, it is expected that these will be used.
6. No other expenses besides those listed will be reimbursed unless they have been previously agreed by the board.