



EUROPEAN YOUTH PARLIAMENT THE NETHERLANDS

Restitution Policy

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RECIPIENTS *Participants of EYP NL*

AIM *Provide a clear and coherent overview of the rules and regulations concerned with receiving restitution of expenses in the context of the EYP.*



DECLARATION AND EXPENSES POLICY STICHTING EUROPEES

JEUGDPARLEMENT NEDERLAND

Expenses made clearly in accordance with and to the benefit of the activities of the European Youth Parliament the Netherlands will be reimbursed, provided that the following conditions are met. The reimbursement will be done within 7 days by the Treasurer.

Declaration procedure

- Declarations will only be made if the declaration form is filled correctly in and handed in to the treasurer.
- The authentic receipts and transportation transcripts have to be included in the handing in of the declaration form.
- Expenses have to be declared within **two months**. Costs that are declared after this deadline will not be restituted. In highly exceptional cases (when the impossibility of timely declaration is irrefutably established), costs may be restituted after the deadline. This will be decided at the discretion of the treasurer.
- Declared costs will be, exempting high exceptional situations, transferred within 7 days after the approval of the declaration form by the treasurer.
- This policy applies to all members of the Board; the members of the Supervisory Council; and all the foundations volunteers

Transportation costs

- Travel costs will only be reimbursed if the transportation is occurring in the cheapest way possible. Exceptions to this rule happen at the discretion of the Treasurer.
- Traveling by public transport takes place in the 'Tweede Klasse' (Second Class) and in the cheapest way possible.
- Transportation by public transport will only be restituted if the travel was related to one of the following:
 - A Board Meeting;
 - Committee meeting or workshop;
 - Organising tasks for events. These costs will fall under the budget for the respective event.
- Transport by car will only be reimbursed if it is related to organising an event
- The delegation traveling to the Board of National Committees will receive a reimbursement of max. €75,- in total

Food and Drinks

- Costs for food and drinks made during a Board Meeting will be reimbursed, with a maximum of €15,- per person per day up to €60,- euro per person per year.
- Alcoholic beverages can never be reimbursed.
- Costs for food and drinks during committee meetings can only be reimbursed in the case of an approval of the Treasurer before the meeting takes place. In the case the approval is given, food and drinks should be bought in the cheapest way possible.



Expenses

- Expenses made by Board Members related to meetings and the day-to-day management of the foundation can be declared. Examples are: paper, folders, pens, postage stamps, letters and such.
- Telephone costs related to board duties or the organisation of an event can be declared **with prior approval of the treasurer**
- Expenses made during an event by the organisers can be reimbursed, provided the cost made was:
 - related to the event;
 - the expense post was part of the budget, approved by the treasurer before the start of the event.
- Costs that fall outside the the above mentioned clauses need to be approved by the Treasurer before purchase.
- Railway subscriptions and phone plans during the organisational stages of an event that are considered as a cheaper option should be discussed and approved by the treasurer before purchase.

General rules

- In general, the participants and board members of the European Youth Parliament should be concerned by not imposing excessive costs on the foundation European Youth Parliament the Netherlands.
- In all cases this policy does not suffice, the Treasurer will decide in correspondence with the Board. Objections against all and any decisions can be made via email.