



ACTUARIAL ASSOCIATION OF EUROPE

ASSOCIATION ACTUARIELLE EUROPÉENNE

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AAE Expense Reimbursement Policy ***For AAE Officers and other AAE representatives***

1. The AAE's Statutes provide that each association is responsible for the costs incurred by its delegates to the AAE and its representatives on Committees, and that all other costs will be met by an annual subscription from the member associations.

It is recognised that Officers of the AAE and other AAE representatives (other AAE representatives are asked by one or more Officers to represent the AAE) are required from time to time to attend meetings *ex officio*, for example with representatives of the European Commission, over and above the ordinary business meetings of the AAE and its Committees.

2. The AAE will consider requests from Officers or other representatives for reimbursement of travel and subsistence expenses in attending, in his/her official capacity and where appropriate, the following -
 - a. meetings with representatives of the EU and European Commission, including European Insurance, Banking and Pensions supervisors;
 - b. meetings with international actuarial organisations;
 - c. meetings with other international and national organisations of special interest and relevance to the AAE;
 - d. AAE seminars, congresses and Summer Schools
3. Payment of Officers' or other representatives' expenses for attendance at ordinary meetings of any of the AAE's Committees will not normally be considered where he/she is a delegate of the Officer's association.
4. An outline case and budget must be submitted in advance, making clear the reason for the Officer's participation, where this is not routine/covered in 2 above. Other representatives must submit an outline case and budget in advance making clear the reason for participation: if the participation is required on a regular basis the submission can be considered in this context.

AAE Officers and other official representatives are requested, whenever possible, to consider whether it would be appropriate to seek reimbursement for travel expenses from other parties that might also benefit from the trip, such as the organizer of the event, the local association or the employer.

5. The administration of reimbursement of expenses will follow procedures consistent with statutory and audit requirements. Actual payment will only be made for reasonable expenditure, for which receipts will be required.
6. Requests for payment of Officer's expenses will be considered by the Chief Executive or in his/her absence by the Honorary Treasurer.
7. Payment of Officers' expenses will include first class rail/economy class air fare as appropriate, and reasonable accommodation, subsistence and taxi expenses. Officers or other representatives are expected to obtain the lowest available convenient air fares using a reputable carrier. Travel by private car is permitted (distance rate = €0.2 (twenty eurocents) per kilometre) provided this does not exceed the corresponding fare by public transport.
8. All receipts will be required. For the avoidance of doubt, the amount reimbursed will not exceed the actual costs. Reimbursement is made once travel has taken place.
9. An Expense Reimbursement Claim Form must be submitted to the Chief Executive within 30 days after the end of the trip. Proper supporting receipts must accompany the claim and can be submitted electronically. The Expense Reimbursement Claim Form can be found on the AAE website.
10. The Officer or other official representatives should submit a report of the meeting (can be a meeting report for general purposes) to the Chief Executive before reimbursement.
11. The following are eligible for reimbursement in accordance with this policy:
 - a. Officers of the AAE as defined in the Statutes
 - b. Chairpersons of AAE Sub-Committees, project teams, task forces and working groups which may be established from time to time for limited periods
 - c. An individual appointed to represent the AAE at a meeting hosted by the AAE, by another actuarial organization or by an organization identified by the Officers as a key target organization.

Brussels, 10 April 2016