

April 2024

TRAVEL & SUBSISTENCE EXPENSE POLICY

Policy Details

Climate conscious travel

Business Travel is one of EACTS' principal sources of carbon emissions and has a significant impact on the delivery of the Net Zero climate strategy. Whilst travel can have numerous advantages in terms of delivering global impact including research, exchange of ideas and improving partnerships, the environmental impacts of travel need to be recognised and considered.

The Covid-19 pandemic has helped us identify opportunities to significantly reduce travel associated with some of our activities. As such, EACTS has agreed that future travel must be undertaken considering the environmental, social, and economic impacts, and weighing these against the expected benefits of our journeys. This approach is known as Climate Conscious Travel.

In adopting Climate Conscious Travel, we will ensure the key focus of any travel decisions consider the safety of our travellers, a reduction in carbon emissions and management of our financial costs. In so doing, a significant number of activities and meetings have been moved to online, encouraging continued collaboration of thought exchange, learning and partnerships.

Reimbursement – all Moderators / Panellists

Registration

You are required to make your own registration to the Annual Meeting. If registering after 1 July please contact registration@eacts.co.uk to receive the Early Fees.

Travel & Accommodation

No reimbursement will be made for travel or accommodation.

Reimbursement – Abstract Presenters

Registration

You are required to make your own registration to the Annual Meeting. If registering after 1 July please contact registration@eacts.co.uk to receive the Early Fees.

Travel & Accommodation

No reimbursement will be made for travel or accommodation.

Reimbursement – Surgeons – Invited Presenters

Registration

Complimentary registration to the Annual Meeting (Thursday-Saturday) will be provided.

Travel & Accommodation

No reimbursement will be made for travel or accommodation.

Reimbursement – non-Surgeon* - Invited Presenters

EACTS will reimburse non-Surgeon* presenters for travel, accommodation that are incurred while attending the EACTS Annual Meeting on the provision that they are properly documented and submitted within three months of the relevant event.

**A non-Surgeon is classed as Anaesthesiologists, Basic Scientists, Cardiologists, Electrophysiologists, Economists, Nurses, Interventional Radiologists, et al – i.e. those whose primary specialist society is not EACTS and which does not relate directly to surgery*

Registration

Complimentary registration to the Annual Meeting (Thursday-Saturday) will be provided.

Travel – Europe (or within 5,000 kilometres)

EACTS will only re-imburse restricted economy fares of standard routes within 5,000 km from the point of origin to the meeting destination and return for travel related specifically to the EACTS Annual Meeting, up to a cap of €400 (return fare). Personal vehicles, taxis, and parking fees are included in this cap.

For standard European economy travel (less than 5,000 km), EACTS will not bear any supplementary costs (upgrade, re-booking, cancellation charges etc) unless the meeting has been cancelled or postponed by EACTS, in which case EACTS will reimburse the cost of the lost flight or rebooking charge.

Travel – international (more than 5,000 kilometres)

For international travel that requires you to travel more than 5,000 km (<https://www.distance.to/>), EACTS will reimburse fares up to a cap of €2,500 (return fare). Personal vehicles, taxis, and parking fees are included in this cap.

EACTS will only reimburse the cost of a lost flight or rebooking charge if the meeting has been cancelled or postponed by EACTS.

Booking your travel

You are required to book your own travel, unless otherwise specified by EACTS or agreed in advance by the Chief Executive. We strongly encourage booking flights as early as possible in order to secure the most economical, standard/economy fare and to take advantage of discount fares.

Reservations must be made at least 14 days prior to departure. Full reimbursement for reservations that are made within 14 days prior to departure will be provided only in the case of last-minute invitations to meetings or due to a documented emergency; otherwise, reimbursement will be limited to the restricted economy fares for a comparable reservation made at least 14 days prior to departure.

Additional guests

Travel, lodging and/or meal expenses for the guests will not be reimbursed.

Hotel accommodation

Accommodation has to be arranged directly by the claimant. 1 nights' accommodation will be reimbursed, a maximum accommodation allowance of €200 per night is provided. *2 nights can be offered if necessary due to timing of presentation or flight connections.*

Incidentals

Expenses for lounge access (airports, train stations, etc.) will not be reimbursed. Expenses such as mini-bar, other bar bills, room service breakfast, laundry and personal phone calls will not be reimbursed by EACTS. Alcoholic beverages are not reimbursable unless they are an incidental cost associated with a meal (see below).

How to claim

Please complete the [expense form](#) provided with this document and return along with all original receipts and bills, to the EACTS Finance Team at finance@eacts.co.uk. Expense claim forms must be submitted within 1 (one) months of the meeting. Expense forms submitted after 1 month will only be considered in exceptional circumstances.

Payment

Payment will be made by bank transfer only. Please ensure your bank details are correct in the form and the original receipts attached.