



## Travel and Expense Policy

### Purpose

The purpose of this policy is to:

1. Describe the types of expenditures that are reimbursable by ATPER.
2. Describe the process for a member to file and obtain travel expenses and reimbursement.

### Travel & Expense Guide

All members/travelers bear responsibility for cost-effective travel. While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

Travel expenses or other expenses must be properly documented and approved on ATPER Expense Report. The reason for the expenditures must be communicated to the committee via Email and approved by the president prior to the travel.

Members are expected to:

- Exercise good judgment with respect to expenses.
- Spend the ATPER's money as carefully and judiciously as they would their own.
- Report all expenses and advances promptly and accurately with required documentation.

### Types of Expenditures

#### Air Travel

Travelers should purchase the lowest available economy class airfare that meets the needs of travel. All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares. Business and First Class travel or any upgrades is not allowed unless it is at the traveler's expense.

Reasonable stopovers enroute may be approved provided that the travel expense does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.



# ATPER สมาคมนักวิชาชีพไทยในภูมิภาคยุโรป

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Airline imposed penalties for changes to an airline ticket for circumstances beyond the traveler's control only are reimbursable from ATPER. Baggage fees that are reasonable and appropriate for the purpose and length of the trip are reimbursable. Fees for baggage that are personal in nature (e.g. golf clubs) will not be reimbursed.

Travelers are required to submit all airfare receipts and attach to your expense report.

### **Accommodation**

The class of hotel should be reasonable and appropriate for the purpose and location. Travelers should stay in standard or equivalent rooms.

In case the accommodation is organized by ATPER or other organization (e.g. at ATPER conference), the travelers should stay at the designated accommodation. Any stays which is not at the designated accommodation is considered a personal expense and not reimbursable.

### **Public Transportation**

Travel by bus or rail or other kinds of public transportation is reimbursable when it is less expensive than alternative transportation. The day or period ticket is only reimbursable when it is less expensive than single tickets.

### **Taxis**

Taxis should be used when other reasonable and less expensive forms of transportation are not readily available. In traveling away from home, overnight living accommodations should to the extent practicable, be selected so as to eliminate or minimize the need to use taxis or other local transportation. When taxis are used, they should be shared to the maximum extent possible by travelers traveling together. A receipt for the fare charged must be obtained by the taxi driver.

### **Personal Automobile**

Use of personal automobiles is reimbursable when it is less expensive than alternative means of transport or when convenience or safety issues justify the additional cost. Use of personal automobiles for normal commuting will not be reimbursed.

When a personal automobile is used for ATPER travel, the traveler will be reimbursed a fixed amount of €0,45 per kilometer. Mileage should be fully documented as to date, starting location and ending location. A copy of google maps mileage calculation is acceptable documentation.

Reasonable parking charges and tolls associated with ATPER travel will be reimbursed.

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The Association of Thai Professionals in European Region (ATPER)

Ambassade Royale de Thaïlande en France

8 rue Greuze, 75116 Paris 16e, France

Internet: [www.atper.eu](http://www.atper.eu) and [www.facebook.com/ATPER](http://www.facebook.com/ATPER)

Le numéro W751222479

Contact person: ATPER Treasurer

Name: Dr. Jirapha Liangsiri

Address: Johan Ekmans Allé 5, 2770 Kastrup, Denmark

E-mail: [jirapha@gmail.com](mailto:jirapha@gmail.com)



### **Car Rental**

Car rentals are generally the most expensive mode of transportation and should only be used when the nature of the trip or the locations is such that the use of local transportation (i.e. taxis) is not practical or would be more expensive.

The smallest class of car is reimbursable. The cost of upgrades or accessories, e.g. GPS, will not be reimbursed. Travelers should decline the pre-paid fuel options and refuel the rental car prior to returning to the rental agency. Tickets or fines associated with parking or travel violations and charges for vehicle lockouts will not be reimbursed.

### **Meals**

The meal is reimbursable only when it is not provided by ATPER or sponsored by other sources. The travelers should normally select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Receipts must be attached for all meals purchase while on business.

### **Others**

Other expenses shall be approved in advance and reimbursed on case by case basis.

## **Expense Report**

It is required that traveling personnel maintain an adequate record for each trip and post all pertinent information (e.g. receipts) in support of each expenditure (who, what, why, when and how much). Expense Reports are due no later than thirty (30) days of first expenditure incurred.