

WORLD OVARIAN CANCER COALITION EXPENSE POLICY

1. Introduction

This policy provides guidance for the reimbursement of travel and business expenses incurred by Directors and staff (Includes contracted staff, consultants and volunteers) while undertaking World Ovarian Cancer Coalition business.

2. Key Principles

The World Ovarian Cancer Coalition will reimburse out-of-pocket, business and travel and related expenses that are legitimate, reasonable and appropriate for the business activity undertaken.

The guiding principle is that there should neither be gain nor loss of personal funds as a result of activity undertaken on behalf of the World Ovarian Cancer Coalition. It is the responsibility of each Director and staff member to incur these expenses at the least overall cost to the Coalition.

3. Travel

The World Ovarian Cancer Coalition will reimburse air travel that has been included as part of the annual plan and budget and has been pre-approved in advance of booking by the Executive Director or Chair.

Where possible, travel reservations will be made 30 days in advance of departure date to take advantage of reduced fares. Travellers will use the most direct and economical means of travel available.

Air travel

- Economy class. Travellers must fly in economy class for any flights of less than 6 actual hours airtime.
- Premium Economy class. Premium economy class is acceptable where total flying time exceeds 6 actual hours airtime.
 - With approval, premium economy class is acceptable where a medical condition necessitates upgraded travel.
- Travellers may upgrade from economy class providing all additional costs above the economy fare are personally covered.
- Travellers may combine World Ovarian Cancer Coalition business with personal travel, provided they cover all additional costs associated with the personal travel. Additional costs will be calculated based on the most economical base fare available.

Overall, if the transportation and other related costs (hotel, meals, etc.) for a later departure date (or earlier arrival date) are more cost-effective, the Coalition may reimburse these additional costs.

Train Travel

The cost of train travel will be reimbursed if it is the most economical and direct route possible. Standard (economy/coach) class is the preferred option for rail travel.

Ground Transportation

The Coalition will reimburse costs of ground transportation to/from the traveller's home/office and the airport and to/from the airport and the meeting location/hotel. Travellers are encouraged to use the most economical form of transportation available (hotel shuttles, taxis or public transportation). Where personal transport is more economical the Coalition will reimburse mileage to and from the airport and airport parking fees.

4. Accommodation

Accommodation should be booked at the earliest date possible in advance to secure best rates. Bookings must be approved in advance by the Executive Director or Chair.

Travellers should book standard quality accommodation at the most economical rate possible, taking into account proximity to meeting venues, cost of ground transport between venues and personal safety. For international meetings, whenever possible, accommodation should be booked through official local housing agencies.

5. Meals

Directors and staff will be reimbursed for reasonable expenses for meals while on World Ovarian Cancer Coalition business. For meals that are not provided by the Coalition the daily meal allowance is £10 (GBP), £12 (GBP) and £18(GBP). (Updated March 2022).

Alcoholic beverages are not reimbursable and where possible, separate invoices for food and alcohol should be obtained.

6. Other personal expenses

On international travel the Coalition will reimburse reasonable costs associated with additional mobile phone coverage (roaming and data) required for business purposes. Travellers are required to use the most cost-effective

packages available and the most cost-effective means of communication possible. For example, Apps that allow calls and messages to be send over the internet vs use of mobile networks should be used where-ever possible.

The Coalition will reimburse reasonable charges for internet connection charges at hotels and meeting venues if required for business purposes.

The Coalition will reimburse charges for shipping or excess baggage that are unavoidable, for example, related to transport of exhibition stand materials. Every effort should be made to use the most economical mode of shipping.

7. Expense claims

- Expense claims should be submitted for payment no less than 30 days after expenses have been incurred. Where Directors or staff have personally paid for travel or business expenses (for example, travel or accommodation) these expenses may be claimed in advance.
- Claims must be supported by original invoices and receipts – these may be scanned and included as attachments. In this case, original invoices and receipts must be retained for 6 years.
- Claims should be submitted for approval and payment on the World Ovarian Cancer Coalition Expense Claim form.

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