

NSU Spending and reimbursement Policy

NORDIC SUMMER UNIVERSITY will reimburse voluntary working participants, including the members of the board, coordinators and arrangement committee for reasonable and necessary out-of-pocket expenses incurred in direct connection with NSU's activities.

By application this may also apply to other participants (for example students or NSU participants or guests specially invited for meetings), but only after arrangement on a case-by-case basis.

Participants should exercise good judgment when booking travel and accommodation, and submit expenses within the timeframe outlined in this policy. Failure to submit a reimbursement claim by the stated deadline or violating the spending policy may lead to non-reimbursement.

If unsure of whether an expense can be reimbursed, participants should seek guidance from their Coordinators, who can then seek directions from the Treasurer of the Board and/or our accountant in Föreningen i Norden Förbund (FNF). Approving Managers (Treasurer of the Board, Accountant in FNF and Coordinators) are expected to review participants' submitted expenses, and may decline expenses that do not meet the requirements set forth in this policy.

Expense Reporting Requirements

Nordic Summer University (NSU) participants must use the form provided in the NSU support page to process all claims for reimbursement. It's the participants responsibility to make a detailed entry in the NSU Travel form (Reseräckning) for each expenditure that includes all the required information.

Documentation

To claim a reimbursement, copies or scans of original receipts must be uploaded with the expense report (these may also be digital). Credit card statements and doctored receipts are not acceptable and could result in either a rejected expense report and/or non-reimbursement.

Reimbursement

Expenses not submitted by the applicable deadline may result in non-reimbursement. Credit card late fees are not reimbursable.

Travel

The NSU is a nomadic institution, and our activities often require participants to travel long distances and stay in hotel accommodation. Sustainable travel via overland options such as rail travel is encouraged wherever this is a feasible option for participants, even if the travel time is longer or may incur moderate extra costs (e.g. for meals or a night in a hotel). Participants may seek advice if in doubt regarding the best travel options.

1. Economy class should be used for all types of transportation, unless there are specific reasons (cost difference, length of journey, other) to travel in business class or similar. Any booking on a class other than economy should be approved by the Treasurer before booking.
2. Tickets should be purchased 14-30 days (or more) in advance whenever possible.
3. Participants are expected to exercise good judgement in choosing travel options that are not excessively costly to the NSU.
4. Frequent flyer/bonus points. Traveling participants may retain frequent flyer program benefits. However, participation in these programs should not influence flight selection, which could result in incremental cost to Nordic Summer University.
5. Airline memberships and usage are not reimbursed.

Public transportation / airport transportation / taxi

Participants travelling at the cost of NSU should always choose public transportation (bus, metro etc.) when this is an option. This includes transportation to/from airport, train station and hotel.

Taxi costs are only reimbursed when no public transportation is running, for example when travelling very early in the morning or late at night. On other situations taxi costs are only reimbursed when approved by the Treasurer.

Personal Car Usage / Car rental

1. The NSU may reimburse mileage according to the rate of 1,85 SEK/km, up to 200 km, if public transportation is not available. (the rate may be adjusted according to reflect the rate in a specific country). (Please check with Treasurer for the current rate). If you want to get reimbursed for travel over 200 km, please contact the Treasurer before to ask for approval, explaining your situation shortly.
2. Rental car must always be approved by the Treasurer before booking, and a mid-size/intermediate car class should be requested when renting a vehicle. A Loss Damage Waiver (LDW) and Collision Damage Waiver (CDW) must be accepted when renting a car, unless the participant's personal credit card offers this protection.
3. Charges for bridges, highway tolls, ferries, parking, etc. incurred are reimbursable when using a rental car or personal car.
4. Traffic fines, court costs, parking violations, etc. are not reimbursable.

Accommodation

It is normal practice within the NSU that members of the board, coordinators, arrangement committee and others share hotel rooms to save costs when travelling. Persons who wish to have a single room normally pays for the difference themselves.

The members of the Board might sometimes need to have a single room when travelling and this is an exception to the general guideline and is reimbursed fully.

Meals

Participants have the right to have reasonable costs for meals reimbursed. This includes food and drink but is normally restricted to one alcoholic drink (beer, wine) per meal.

As what may be considered “reasonable costs” depends on the country of travel, a general guideline is that costs should not exceed 100 Euro/day in Nordic countries and 65 Euro/day in Baltic countries.

Group meals should be split to individual bills for reimbursement, if not paid directly by the Chair, committee leader or Treasurer, or someone with permission to pay on their behalf.

Receipts for individual expenses should be submitted together with the other receipts for travel expenses.

Other expenses

Any other expenses that are not covered in these guidelines are normally not covered by the NSU. If the participants incurs such costs and believes them to be essential to the activity of the NSU, they should seek direction from their Coordinator or the Treasurer.

Travel Insurance, Cancellations, Missed flights, etc.

In case of a delayed flight, travellers are advised to make a claim from the airline. For anyone wanting to pursue such a compensation, the following website is helpful and has links to templates that can be used for making a claim:

<http://www.thisismoney.co.uk/money/holidays/article-2271213/How-claim-EU-flight-delay-compensation-EC-261-2004.html?>

It also includes a link to a website to work out the length of the flight, which in turn indicates the appropriate claim amount.

Concerning whether there is a time limit for claiming due to a flight delay, it depends on which country the airline, you have flown with, is from. Here is a helpful guide:

<https://blog.claimcompass.eu/time-limit-compensation-claim/>

NSU strongly encourages all participants to take out travel insurance for all such activities (travel and accommodation). If a flight or other travel connection is cancelled or missed, participants should seek remuneration from the airline or their insurance company first in order to cover the expenses and only if the travel insurance or compensation is not covering the costs, they should seek direction from their Coordinator or the Treasurer.