

GUIDELINES GA 2018

FINANCIAL AND REIMBURSEMENT

Membership Fee

1. Each full MO is requested to pay 1% of their last year's realised budget with a minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein and Norway) and Switzerland and 25 EUR for all other European countries.

At the latest, each full MO will have to pay their membership fee for the running year on the first evening of the GA in cash, if it has not already been transferred earlier. Full MOs are requested to provide their annual budget statement for the previous year at this moment. (IRPs 5.2.)

Full MOs are kindly requested to provide their annual budget statement for the previous year until 1 month before the GA (the 9th of April) via mail.

Participation Fee

Every MO (full or candidate) can nominate two delegates to the General Assembly. To be able to fund the GA, a participation fee has been set up. The rules for this regulation fee are set up according to our internal rules and procedures (IRPs 5.3.)

Who is exempt from the Participation fee?

- One delegate per full MO and candidate MO
- EC members
- Secretary General
- Members of the presidency

Who has to pay the participation fee?

- Second Delegate per full MO and candidate MO
- Observers (e.g. Observer MO)
- Candidates for Executive Committee, Ecosprinter Editorial Board, Financial Control Committee, and Advisory Committee
- Guests (e.g. additional attendees of MOs, members of different structures such as WGs, SPC, EEB, etc.)

Furthermore please notice that:

- If a full MO sends a second delegate the participation fee is halved in case at least one of the two delegates is female.
- Every candidate can request participation fee lowering or exception from the EC.

If you are not part of either of the groups listed above or aren't sure how much you should pay, do not hesitate to drop us an email.

Currently the participation fee has been set to € 200 EUR, which is used to cover the accommodation and food. Due to prizes in the Netherlands, this fee is unfortunately higher than normal.

The participation fee should not stop anyone from candidating so if you and your organisation find yourselves unable to pay this fee please get in contact with Frank (frank@fyeg.org) to find a solution. We encourage candidates to positions to first contact and seek financial support from their Member Organisations.

Reimbursement procedure

Reimbursement can only be done upon presentation of all original bills, invoices, boarding passes and other proof of payment, including visa costs. In case you needed to obtain travel insurance for the visa procedure you need to provide us this statement too. In case you have expenses in a local currency use the rates from European Commission <http://bit.ly/2FdeVUR> for conversion and do not forget to indicate the rate in the reimbursement form.

Participants from the EUR-zone:

Participants from EU will be reimbursed via bank transfer after the General Assembly. In order to claim your travel money follow these steps:

1. As soon as you get home, complete the online form and upload a scan of all your documents there.
2. Complete the excel form (will be sent to participants) with a detailed overview of your expenses and staple each invoice to a separate sheet of paper numbering them. Send the form and the original documents to our office.
3. Do this no later than 1 month after the GA (13th of June being the last mailing date). Please understand we will not be able to reimburse you if you send your documents later than that date.

If we receive all documents in due time we will reimburse you within two months after the GA.

Participants without Euro account and residing outside the EUR-zone:

You will be reimbursed in cash on the spot, so it is of outmost importance that you book all your tickets for the return journey in advance. Tickets that you need for the way back will be copied and given back to you before your travel. Tickets for the way back that are not purchased before the meeting and/or not presented on-the-spot can not be taken into account at that point.

IMPORTANT: We still need all original tickets! Therefore you are required to send tickets that you used for the way back, such as boarding passes to our office at the 13th of June 2018 the latest.

Posting address for all tickets:
Federation of Young European Greens
31 rue Wiertz, Brussels
Belgium B-1050

Be sure to use post-stamps suited for international post! In case you are not sure how this works, ask your local post office or international contact person from your MO.

In case you have any questions about this document or relating to financial aspects of the GA do not hesitate to contact our office assistant Caroline (office.assistant@fyeg.org) and our treasurer Frank (frank@fyeg.org).

Reimbursement Rules

According to IRPs (5.4.3) full reimbursement of travel costs is granted to:

- one delegate per full MO or candidate MO
- EC members
- Office personnel
- candidates for the EC elections
- candidates for the Sec-Gen elections, provided they have received
- approval by the pre-selection committee (cf. 7.2.3)
- members of the presidency

Everyone else are expected to cover their own travel costs.

Travel limits

If your travel costs are covered by FYEG, we kindly ask you to use the table below to check the travel limit for your place of departure.

Please, choose a travel option that is within the stated budget and book as soon as feasible to lower costs. In case you are having troubles staying within this limit, and you realize your travel costs will exceed it - contact us on office@fyeg.org before booking. Please also take into consideration our travel guidelines and practicalities in the IRPs: 5.4.2.

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Alternatives to flying / to Amsterdam Airport

The Netherlands has a well-developed railway network with frequent connections between cities. These train tickets do not need to be booked in advance. As a result, it is sometimes more favourable to book tickets to alternative airports. The two biggest airports in the Netherlands are Amsterdam Airport (also called Schiphol) and Eindhoven Airport, but any airport in the Netherlands is OK, since all are easily reachable from Utrecht, our venue's city. Sometimes, Brussels Charleroi Airport (in Belgium) is even an option! So please do not blindly book to Amsterdam Airport without checking your other options

For countries around the Netherlands, in particular Belgium, Luxembourg, the north of France, and the south of Germany, the train might not only be the greenest but also one of the cheapest options! For international train tickets to Utrecht you can use: www.nsinternational.nl/en Another option of course is international coaches.

If you need help checking out different possibilities, be sure to reach out to us!

Country/Region	Limit	France North	140	Poland	105
Albania	240	France South	180	Portugal	165
Armenia	370	Georgia	280	Russia	310
Austria	220	Germany	135	Serbia	175
Azerbaijan	370	Greece	160	Slovenia	185
Belarus	210	Hungary	120	Spain	140
Belgium	90	Ireland	80	Sweden	210
Bulgaria	150	Luxembourg	130	Switzerland	210
Cyprus	285	Macedonia	255	Turkey	195
Czech Republic	105	Malta	215	UK	120
Finland	200	The Netherlands	40		