

Financial and Reimbursement Guidelines

GA 2017

1. Membership Fee

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. Each full MO will have to pay their membership fee for the running year via bank transfer 1 week before the GA. In case it has not been paid via bank transfer beforehand the Fee has to be paid latest on the first evening of the GA (24th May) in cash. (IRPs 5.2.)

Full MOs are requested to provide their annual budget statement for the previous year until 1 month before the GA (**24th April**). In case you have any questions do not hesitate to contact Laura (office.assistant@fyeg.org) and Treasurer Jean-Michel (jm@fyeg.org).

2. Participation Fee

Every MO (full or candidate) can nominate two delegates to the General Assembly. A participation fee to the GA can be set up if the EC finds it necessary.

Who is exempt from the Participation fee? (IRPs 5.3.)

- 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.)

How much is the participation fee for me?

Participation fee for a **second delegate of full or candidate MO** is **100 euros**.

If a full MO sends a second delegate the participation fee is halved in case at least one of the two delegates is female. (IRPs 5.3.). In that case, you are expected to pay **50 EUR**.

Federation of Young European Greens

Address: 31 rue Wiertz, Brussels,
Belgium B-1050

Phone: +32 (0)2 62 60 72 7

Mobile: +32 (0)4 95 12 96 01

Candidates for positions will have to pay the participation fee of **160 EUR** that covers the accommodation and food. 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 Jean-Michel (jm@fyeg.org) to explain the situation.

Every candidate can request participation fee lowering or exception from the EC (cf. IRPs 5.3).

If you are attending as a **Guest or Observer** the participation is **160 EUR**.

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 at office@fyeg.org and jm@fyeg.org.

We encourage candidates to positions to first contact and seek for financial support from their Member Organisations.

3. Reimbursement Rules

Full reimbursement of travel costs is granted to: (IRPs 5.4.3.)

- one delegate per full MO or candidate MO
- EC members
- the Sec-Gen (and 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.

3.1 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.

In case you have troubles in meeting this limit, and you realize your travel costs will exceed it - contact us on office@fyeg.org before booking. We will find some solution together.

The limits have been calculated based on the ticket prices on Thursday, 6.04.2017.

Federation of Young European Greens

Address: 31 rue Wiertz, Brussels,
Belgium B-1050

Phone: +32 (0)2 62 60 72 7

Mobile: +32 (0)4 95 12 96 01



FEDERATION OF YOUNG
EUROPEAN GREENS

Country/Region	Limit
ALBANIA	300
ANDORRA	90
ARMENIA	380
AUSTRIA 1	300
AZERBAIJAN	300
BELARUS	280
BELGIUM	200
BULGARIA	100
CATALONIA	120
CYPRUS	300
CZECH REP	200
FINLAND	350
FRANCE	250
GEORGIA	350
GERMANY	250
GREECE	300
HUNGARY	200
IRELAND	150
LUXEMBOURG	180
MACEDONIA	220
MALTA	200
NETHERLANDS	220
NORWAY	400
POLAND	150
PORTUGAL	100
RUSSIA	300
SERBIA	300
SLOVENIA	250
SPAIN	90
SPAIN 2	60
SWEDEN	450
SWITZERLAND	250

Federation of Young European Greens

Address: 31 rue Wiertz, Brussels,
Belgium B-1050

Phone: +32 (0)2 62 60 72 7

Mobile: +32 (0)4 95 12 96 01

TURKEY	200
UK 1	140
UK 2	200
UKRAINE	300

3.2. Reimbursement procedure

Reimbursement can be done **ONLY** upon presentation of all original bills, invoices, boarding passes and other proof of payments, including visa costs. In case you needed to obtain travel insurance for visa procedure you need to bring us also claim of this too.

In case you have expenses in a local currency use the rates from European Commission [HERE](#) for the calculation and don't forget to indicate the rate in the form.

Participants from EUR-zone:

Participants from EU will be reimbursed via bank transfer after the General Assembly. In order to claim your travel money back 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 additionally) 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 (30th June being last mailing date) please understand we will not be able to reimburse you if you send your documents later than that date.
4. If we receive all documents in due time we will latest 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 utmost 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 calculation at that point.

Federation of Young European Greens

Address: 31 rue Wiertz, Brussels,
Belgium B-1050

Phone: +32 (0)2 62 60 72 7

Mobile: +32 (0)4 95 12 96 01



FEDERATION OF YOUNG
EUROPEAN GREENS

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 until **30.06.2017**. the latest.

Posting address

Federation of Young European Greens

31 rue Wiertz, Brussels

Belgium B-1050

In case of any questions or unclarities don't hesitate to write us on office@fyeg.org and jm@fyeg.org.

THANK YOU!

Federation of Young European Greens

Address: 31 rue Wiertz, Brussels,
Belgium B-1050

Phone: +32 (0)2 62 60 72 7

Mobile: +32 (0)4 95 12 96 01