



The International Association of Physics Students
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IAPS Reimbursement and Cancellation Guideline

(Approved by AGM 2019, in Cologne, Germany)

Purpose

This document should serve as a guideline for reimbursements made by IAPS and at IAPS events and should help the IAPS Executive Committee (EC) and the Organising Committees (OC) to decide on reimbursements. Nevertheless, reimbursements will always depend on the financial situation of IAPS and/or the financial situation of an event and this has always to be taken into consideration.

General IAPS Reimbursement Policy

To be reimbursed, one should fill out the **Reimbursement Form** or **Expenses Claim Form** provided by the IAPS Treasurer. The completed form, together with proof of payments (bills, receipts, etc.), should be sent for expenses claimed to the treasurer no later than **45 days after the event**. Failure to submit the form within this period will result in automatic rejection of expense claims.

Where applicable, original documents (Reimbursement form, proofs of payment) should be mailed to the address provided by the Treasurer to be stored in the IAPS archive for auditing purposes.

By signing the reimbursement form, the claimant certifies that the expenses are not covered by any other body or institution and that the provided information is true and up-to-date. If the expenses are covered by another institution, they **cannot** be claimed. If already received, the amount must be returned to the IAPS account.

If incorrect information is submitted, an updated form may be sent to the Treasurer. However, if the second attempt to transfer funds fails, the claimant loses the right to reimbursement. If the transfer is impossible due to external factors (e.g., bank policies), the Treasurer should consult with the EC to decide on alternative methods, such as transferring money via another account or providing cash during an event.

IAPS EC Reimbursements



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Mulhouse Meeting

All EC members (and invited guests) should receive **full reimbursement** of their travel expenses for one personal meeting per term in **Mulhouse, France**. The expenses for board and lodging in Mulhouse are usually covered by the **European Physical Society**.

ICPS and Delegate Day

No EC member or delegate of IAPS should receive reimbursement for travel expenses to **ICPS** or **Delegate Day**, except in extraordinary cases where IAPS or ICPS OC has secured external funding (e.g., sponsors, donors). However, board and lodging for EC members and delegates (two per NC, one per LC) **should be covered** by the **ICPS Organising Committee**, according to **IAPS Regulations Article 10.3.4**.

PLANCKS

Travel expenses for EC members to **PLANCKS** should **only** be (partially) covered if they **actively** represent IAPS at the event, such as by giving a speech at the Closing Ceremony.

IFISO Meetings & Partner Association Meetings

Participation fees and travel expenses for EC members should **only** be covered if the meeting is expected to produce a **useful outcome for IAPS**. If multiple EC members attend, the reimbursement should be **split** among them.

Meetings with Potential IAPS Members

Reasonable travel expenses for EC members should be covered **if** a personal meeting is likely to convince a new association to join IAPS **and** if an online meeting (e.g., Skype) has already taken place, with both parties agreeing on the benefit of an in-person meeting.

IAPS EC Event Organisers

All **organisers** of IAPS events **should not** have to pay for their participation in the event. However, the **number of organisers** should be **reasonable** (e.g., **2-3 organisers for an event with ~40 participants**). Only the **main organiser's** travel expenses should be **fully reimbursed**, though this may be split among multiple organisers (e.g., **50% of travel expenses for two organisers**).

The **main organiser** is defined as:

- The IAPS **Event Coordinator** of the current EC
- The **responsible contact person** for the event



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- A chosen representative

Participants at IAPS Events

Cancellations for IAPS-Organised Events

Participants of an IAPS event (e.g., **IAPS2CERN**) who cancel **up to one month before the event** should be **fully reimbursed**, minus bank transaction fees. If cancellation occurs **less than one month before the event**, reimbursement is only possible **if a replacement is found**.

ICPS & PLANCKS Cancellation Policy

For ICPS and PLANCKS, the **suggested** cancellation policy is:

1. **Cancellations ≥ 2 months before the event:** Full reimbursement, minus **€10 administrative fee** and bank fees.
2. **Cancellations ≥ 1 month before the event:** **50% reimbursement**, minus **€10 administrative fee** and bank fees.
3. **Cancellations < 1 month before the event:** **No reimbursement**, except if the spot can be filled. If so, a **50% reimbursement** applies, minus **€10 administrative fee** and bank fees.

If the Organising Committee Cancels a Participant

- If **the OC is at fault** (e.g., overbooking), **full reimbursement** should be provided, including administrative fees and bank charges.
- If the participant **provided false data**, **no reimbursement** should be given.

In **unclear cases**, the **EC will decide** on the matter.