



The International Association of Physics Students

6 Rue des Frères Lumière

65060 Mulhouse, France

email: ec@iaps.info

website: www.iaps.info

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

In order to be reimbursed, the one should fill the Reimbursement form or Expenses Claim Form provided by the IAPS Treasurer. Reimbursement form, together with the proofs of payments (bills, receipts, etc), should be sent for expenses claim to the treasurer no later than 45 days after the event, for which a person gets reimbursed, is finished. Failing to provide the form in the aforementioned period to the treasurer will automatically result in rejection of expenses claims. Where applicable, the original documents (Reimbursement form, proofs of payments) should be mailed to address provided by Treasurer, to be stored in IAPS Archive for auditing purposes.

Person who claims expenses with its signature on the reimbursement form is certifying that the expenses are not covered by any other body or institution, as well as the provided information is true and up to date. If the person got expenses covered by other body or institution, the expenses cannot be claimed, and if already received, expenses should be returned to IAPS account. If the information in the form sent to treasurer is not true and up to date, person who claims expenses can send another – updated form to the treasurer. However, if the second try for transfer fails, then the person loses the right to get reimbursed. If the transfer is not possible due to external reasons (like bank policies), then treasurer should discuss and decide with EC about other reasonable methods - transferring money via another account, during the event, etc.

IAPS EC reimbursements

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

ICPS and Delegate Day: No EC member and no delegate of IAPS should receive a reimbursement for travel expenses to the ICPS and to the Delegate Day, except of in extraordinary cases where IAPS or ICPS OC secured the funds from other sources – sponsors, donors etc. Nevertheless, board and lodging for EC members and delegates (two per NC, one per LC) at the Delegate Day should be covered by ICPS Organizing Committee, according to IAPS Regulations Article 10.3.4.

PLANCKS: Travel expenses of EC members to the PLANCKS competition should only be (partially) covered, if they actively represent IAPS at the event, e. g. by giving a speech at the Closing Ceremony.

IFISO meetings and meetings with partner associations: The participation fee and travel expenses for the participation of EC members should only be covered if a useful outcome of the meeting for IAPS is expected. If more than one EC member participates in such a meeting, the reimbursement for travel expenses should be splitted among all present EC members.

Meetings with new potential IAPS members: Reasonable travel expenses of EC members for meetings with potential member associations should be covered if it is likely that a personal meeting will convince them to become a member of IAPS and if an online meeting, e. g. via Skype, has already taken place and both parties agreed on the benefit of a meeting in person.

IAPS EC event organisers

All organisers of IAPS events should not have to pay for their participation in an event. Although the number of organisers should be reasonable for the size of the event (e. g. 2-3 organisers for an event of about 40 persons). Only (reasonable) travel expenses of the main organiser should be fully reimbursed. This money can also be splitted among several organisers (e. g. 50% percent of the travel expenses for two organisers). These expenses should be considered in the budget of a specific event. The main organiser is the IAPS event coordinator of the current EC, the responsible contact person for the event or a chosen representative.

Participants at IAPS events

Participants of an IAPS event, such as IAPS2CERN of which the IAPS EC is in charge of, who cancel their participation up to one month before the event, should be reimbursed the full amount, where they will cover any additional bank transactions (IM fee if paid will not be reimbursed). Participants who cancel their participation later than one month before the event can only be reimbursed if a replacement for them can be found. In this case the same rule as above should be applied.

For the ICPS and for the PLANCKS competition the following cancellations rules are suggested to the organising committee:

1. Cancellations two months before the event: Participants will be reimbursed with the full amount they paid except 10 euros for administrative fees and additional bank fees.
2. Cancellations one month before the event: Participants will be reimbursed with 50% of the full amount they paid except 10 euros for administrative fees and additional bank fees.
3. Cancellations later than one month before the event: Participants will not be reimbursed, except in the case that all available places can be filled. In that case, participants will be reimbursed with 50% of the full amount they paid except 10 euros for administrative fees and additional bank fees.

In case the organising committee must cancel the participation of a student it is proposed to distinguish two cases. If the organising committee is in fault, e.g. overbooking of the event, a full reimbursement should be done (administrative fees and bank fees should be covered by organizers). If the applicant provided false data which led to their acceptance to the event, no reimbursement should be done.

In unclear cases the EC will decide on the matter.