

Overview of reimbursable expenses 2016 for AUAS staff

Based on the AUAS 'Regulations for expenses reimbursement' (revised in October 2016)

Category	Re	Specification and conditions	Reimbursable expenses
1) Commuting	Travel expenses	<ul style="list-style-type: none"> Commuting travel expenses are reimbursed monthly together with salary payments and are therefore not reimbursed based on expenses claims. (see MijnHvA.nl → A-Z for staff → R (reimbursable commuting expenses)) 	<ul style="list-style-type: none"> non-claimable
2) Business trip – domestic	Travel expenses	<ul style="list-style-type: none"> Travel by public transport <ul style="list-style-type: none"> bus, tram, metro, train (2nd class); bicycle parking at a public transport facility; taxi (if necessary). 	- actual expenses
		<ul style="list-style-type: none"> Travel with private motor vehicle <ul style="list-style-type: none"> number of kilometres based on the ANWB route planner (shortest route); always provide postcodes of places of departure and destination when claiming expenses. 	- €0.19 per km
	Accommodation expenses	<ul style="list-style-type: none"> Hotel overnight stay, breakfast, lunch, dinner, other necessary expenses. 	- actual expenses
3) Business trip – abroad	Travel expenses	<ul style="list-style-type: none"> Economy class flight (expenses may be claimed if <u>not</u> booked and paid via the AUAS (see MijnHvA.nl → A-Z for staff → B (business trip abroad)). 	- actual expenses
		<ul style="list-style-type: none"> Travel by public transport, private motor vehicle, taxi or rental car (specification and conditions as for domestic business trip). 	<ul style="list-style-type: none"> actual expenses €0.19/km (travel with private vehicle)
	Accommodation expenses	<ul style="list-style-type: none"> Hotel overnight stay and breakfast: <ul style="list-style-type: none"> expenses may be claimed if <u>not</u> booked and paid via AUAS (see MijnHvA.nl → A-Z); for staff → B (buitenlandse dienstreizen); Lunch, dinner and other necessary expenses (for the maximum daily amounts, see the List of rates for accommodation and other expenses incurred during business travel abroad as of 1 October 2016). 	<ul style="list-style-type: none"> actual expenses/maximum <p>(maximum daily amount according to current the 'List of rates for accommodation and other expenses' of the Ministry of the Interior)</p>
	Insurance policies	<ul style="list-style-type: none"> Health insurance policy with coverage in country of destination (personal policy); Travel insurance (the AUAS will arrange business travel insurance upon request). 	<ul style="list-style-type: none"> non-claimable
	Vaccinations	<ul style="list-style-type: none"> Vaccinations are reimbursed if these are <u>not</u> reimbursed by employee's personal health insurance. 	- actual expenses

4) Professionalisation expenses ¹	Out-of-pocket expenses are:		
	<ul style="list-style-type: none"> expenses for education, training courses, symposiums, conferences, etc. (e.g. for registration fees, lectures, teaching material, books, exams); Travel and accommodation expenses related to professionalisation activities. 		
	Out-of-pocket expenses	<p>Expenses for education, training courses, courses, master classes, symposiums, conferences, etc.</p> <p><u>Reimbursement criteria:</u></p> <ul style="list-style-type: none"> The conditions for partial or complete reimbursement according to the conditions of the 2014 – 2017 AUAS Professionalisation Plan have been met² (see Chapter 3.1 of the Plan under 'facilitation in money'). <u>Prior permission has been granted</u> by the budget holder on reimbursable expenses and total reimbursement. 	- % of the expenses as agreed by employee and budget holder
	<ul style="list-style-type: none"> Travel and accommodation expenses: Specification and conditions as under Business trip – domestic (see under 2) and Business trip – abroad (see under 3). 	- reimbursement as in Business trip – domestic & abroad	
5) Removal expenses	Furnishing expenses	<ul style="list-style-type: none"> furnishing expenses allowance (according to the Collective Labour Agreement for Universities for Applied Sciences) <ul style="list-style-type: none"> upon entering employment based on a D2 contract and 0.5 FTE or more; commute via public transport > one hour. 	- actual expenses of 12% of annual income (max. €5,446)
	Other expenses	<ul style="list-style-type: none"> Allowance for direct and indirect removal expenses (according to the Collective Labour Agreement for Universities of Applied Sciences) <ul style="list-style-type: none"> conditions same as furnishing expenses. 	- actual expenses (max. €1,589)
6) Expenses for small inventory	Various smaller expenses	<ul style="list-style-type: none"> Smaller expenses necessary/suitable to the organisational unit, such as furnishing expenses for a secretariat, staff room or Open Day (e.g. flowers, plants). <p>Reimbursable if <u>not</u> digitally ordered and paid for via the AUAS Web shop <u>OrderDirect</u> (see MijnHvA → A – Z for specialists → Bestellen – OrderDirect).</p>	- actual expenses

¹ The costs of the following professionalisation materials cannot be claimed back: 1) expenses for such things as study programmes financed by an external party (e.g. via the Teacher education grant (*Lerarenbeurs*)), 2) expenses for such things as courses organised by the AUAS Academy, 3) expenses for such things as courses paid for directly by the AUAS to the educational institute.

² For the reimbursement of Master's programmes for teaching staff, see the 'Provisional guidelines on the facilitation of Master's programmes' ('*Voorlopige richtlijn facilitering van Masterstudies*') adopted in June 2013.

7) Representation expenses	Lunch, dinner, drinks at external location	<p>Notes:</p> <ul style="list-style-type: none"> • expenses have been made with a <u>clear business aim</u> (e.g. work discussion during lunch); or • with a <u>work-related social aim</u> (e.g. dinner/lunch to mark the end of the academic year); • indicate clearly on the expenses claim form what the expenses are related to; • <u>only budget holders are permitted</u> to run up a bill and have the place of business send the invoice to the AUAS. 	
		<ul style="list-style-type: none"> • Lunch, dinner or drinks. 	- actual expenses
	Staff member farewell party	<p>Explanation: a few target amounts are given below</p> <ul style="list-style-type: none"> • <u>Gift</u>: for a farewell gift, an amount of €25 for every year in service may be considered (to a maximum of €500). • <u>Cash gift</u>: if members of staff receive a cash gift, they must sign an expenses claim form stating that they received the amount in question. • <u>Farewell reception</u>: if an employee has worked for the AUAS for five years or more, a farewell reception may be organised. In principle, this is organised at the workplace. If an external location is chosen, the expenses may be claimed. 	
		<ul style="list-style-type: none"> • One – four years in service - gift; • Five years or more in service - gift or farewell dinner/reception (at external location). 	- actual expenses
	Work anniversary	<ul style="list-style-type: none"> • gift (guideline: €250 for 25 years and €500 for forty years) or dinner; • a reception (if at external location). 	- actual expenses
	Small gift for external business relation	<ul style="list-style-type: none"> • gift for an external business relation (e.g. guest lecturer) (guideline: €25 – 50). 	- actual expenses
Small gift for AUAS colleague	<ul style="list-style-type: none"> • Reimbursement for a small gift for an AUAS colleague for a birthday, illness, birth of child, etc. (guideline < €25). 	- actual expenses	
8) Telecommunication and mobile devices	Telecommunication	<ul style="list-style-type: none"> • Contract costs and calling costs of employee landlines or mobile phones and expenses for home internet connections are <u>not</u> reimbursed. • Expenses for purchasing software are not reimbursed. Purchases must be made via the AUAS. (Note: see below too!) 	<ul style="list-style-type: none"> • non-claimable
		<ul style="list-style-type: none"> • Expenses for the purchase of very specific software will be reimbursed if circumstances dictate this according to the budget holder. 	<ul style="list-style-type: none"> • actual expenses (if necessary)
	Mobile devices	<ul style="list-style-type: none"> • Expenses for the purchase of mobile phones, tablets, iPads or laptops will <u>not</u> be reimbursed. If the job requires it, the AUAS will make the equipment available based on a loan agreement. (Note: see below too!) 	<ul style="list-style-type: none"> • non-claimable
		<ul style="list-style-type: none"> • Expenses for the purchase of such devices and/or accessories will be reimbursed if circumstances dictate this according to the budget holder. In this case, too, a loan agreement will be drawn up. 	<ul style="list-style-type: none"> • actual expenses (if necessary)

9) Other expenses	Various	At the discretion and with the approval of the budget holder, and within reasonable bounds, all employees' expenses made as part of their work will be reimbursed.	- actual expenses
Submitting AUAS expenses	<ul style="list-style-type: none"> - Expenses form <ul style="list-style-type: none"> ➤ Use the most recent expenses form (see MijnHvA → A-Z for staff → E (expense claims)). ➤ Complete the form correctly and in its entirety. ➤ Ensure that the expenses are fully described (date, nature, aim, reason). ➤ When claiming kilometre allowance, always provide the departure and destination postcodes. - Documentary proof <ul style="list-style-type: none"> ➤ Include the necessary documentary proof (e.g. travel tickets, invoices). - Signature <ul style="list-style-type: none"> ➤ Personally sign the form. ➤ Have the expenses claim form approved by the authorised budget holder. - Submission <ul style="list-style-type: none"> ➤ Send the expenses claim form and the required documentary evidence to: AUAS, AC-PSA (Personnel and Salary Administration), via internal mail: location LWB, 14-A, via regular mail: P.O. Box 1025, 1000 BA Amsterdam, The Netherlands - Payment <ul style="list-style-type: none"> ➤ After verification, the expenses claimed are reimbursed at the next moment of payment. For payment dates see: MijnHvA → A-Z for staff → E (expense claims) → expense claim payment dates. 		