**17. Procedure for claims, grants and invoices**

The treasurer of an EC council can use the council's budget to request payment of certain costs. Before the EC treasurer proceeds with the payment, a few conditions must be met.

**Which requests for payment may be submitted ?**

1. Invoices for services or products
2. Reimbursement of expenses made by council members or others acting for the council
3. Contribution towards costs (travel, communication etc.) made by council members or others acting for the council

**Which documents should be included ?**

In cases ii and iii the request has to be accompanied by the **CLAIM FORM** (as published on the website under 'financial documents') duly filled out.

1. When an invoice for services or products provided needs to be paid (i), the treasurer's request must include the invoice with the currency specified and the IBAN of the account to be credited.
2. When reimbursement of expenses is requested (ii), all relevant bills, copies of bank statements, receipts etc. that add up to the exact total of the amount to be reimbursed, must be included as separate documents, preferably named clearly to indicate the content of the file. For instance in case of flight tickets, please make sure to send the invoice for the flight as a separate document, not in an email. Should there be more than two documents, the request must include a separate list of those documents and amounts, with the total amount to be transferred. It is up to the person concerned and the treasurer of the council concerned to sort out paperwork and make sure the request is crystal clear! Sum totals must exactly match the documents provided; no rounding off please.
3. When a council wants to contribute towards someone's costs (iii), this may not exceed the amount of € 300 (or its equivalent in another currency) per case. Should the council wish to grant a higher amount, the amount in excess of € 300 should be accounted for with receipts as explained under 2).

**General**

* All requests must be received by the EC office ([office@iwwf-europe.eu](mailto:office@iwwf-ea.eu)) and EC treasurer ([dominique.douwes@iwwf.eu](mailto:dominique.douwes@iwwf.eu)) as soon as possible (within 1 month after the fact). Only in exceptional cases, claims may be made at a later date, but at the very latest before 30 November of the same year.
* Requests for payment can be made exclusively by the treasurer of a council.
* If possible, accompanying documents should be scanned (they must be easily legible) and emailed in pdf-format. Paper documents are sent to the EC office (Bekersveld 9, 2630 Aartselaar, Belgium) by post.
* Payment is made through internet banking. Please limit all cash transactions to an absolute minimum as this entails more work, is less secure and complicates bookkeeping.
* EC Central handles all money transfers with only one exception: the EC representative can use the cash he/she receives at a titled event to pay travel grants. He uses the ‘financial settlement form’ to make a separate financial report of the money handled at the event.