



Circular 6/ 2019
20 March 2019

To: Presidents, CIRs and Standing Committee Conveners and Members
From: GWI Board of Officers
Subject: **Reimbursement of expenses to board and standing committee members attending GWI triennial meetings**

According to the constitution the expenses of the General Assembly (GA), (Article X) shall be met by enrolment fees and contributions. All members attending the triennial GA shall pay an enrolment fee. In the past a contribution towards the travel costs of the Board and Standing Committee members was made. Many NFAs also chose to assist their delegates to attend.

Following the 31st Triennial Conference held in Istanbul in 2013 it was decided to no longer hold Council meetings before and after the General Assembly. Therefore, no travel grants would be required to assist CIRs or Presidents to attend.

The current Board, who are committed to an austerity budget, requests that the Board, Standing Committee Conveners and committee members (Finance Committee, MemCom, EduCom, Resolutions, FelCom, Hegg Hoffet, Project Development and Nominations committees) who are entitled to a travel grant to not claim this entitlement but consider it to be a donation to the organisation. A donation receipt will be provided.

With sincere appreciation for your commitment and consideration.

GWI Board



Appendix

TRAVEL GRANTS 2019 (Changed from 2016)

Travel grants for scheduled face-to-face meetings during the triennium are made available to Board members, Standing Committee Conveners and committee members *when sufficient funds are available to GWI*.

(Recipients may wish to forego/donate such Travel Grants.)

They *may* be paid at the following rates:

Committee Members	30%
Conveners and Assistant Treasurers	50%
Board	90%

- Grants are based on the costs of the cheapest possible means of transport to the place of the meeting from the home town or place of residence at the time of the meeting, whichever is less expensive. Advantage should be taken of any excursion tickets or other special fares which could apply without causing undue hardship. Travel via taxis etc. to the airport, train or bus station and parking are not included. Visa costs up to 100 CHF will also be reimbursed.
- Grants are based on full participation in a scheduled meeting. If a person arrives late or departs early, her travel grant will be reduced proportionately.
- No allowance for accommodation or meals is given, except for the President, whose accommodation is paid.