

### **1. Committee members**

Committee members receive an annual lump sum during their two year term\*: President SFr 2000, all other committee members SFr 1000. The money is paid out in two equal parts in July and January. The expenses are to cover all office costs\*\*, traveling and refreshments incurred within their resort. On provision of the receipt to the Treasurer, committee members may claim TWO hotel nights for the AGM and ONE hotel night for the SIG day from central funds (max SFr 100 per night will be reimbursed). Should any other extra expenses occur, the standard Expense Claim Form has to be completed and the expenses approved by the Treasurer. Any expenses the Treasurer may have are to be approved by the President. The Past President serves a 2 year term, but only gets a lump sum for the first year of their term. See further ETAS Awards and Recognition Guidelines.

### **2. Incoming Committee members**

Incoming Committee members receive an annual lump sum immediately after they have been elected at the AGM. (See Committee members for details). They may claim TWO hotel nights for the AGM in which they will be elected (max SFr 100 per night will be reimbursed). The train fare to the AGM is included in the lump sum and will not be paid separately. Should any other extra expenses occur before the AGM (attendance at meetings which has been requested by the Committee, etc.), the standard Expense Claim Form has to be completed and the expenses approved by the Treasurer. Any expense claims the Treasurer may receive are to be approved by the President. See further ETAS Awards and Recognition Guidelines.

### **3. Regional Coordinators**

The RCs have free registration to all workshops they organize.

**Regional funds** – funds may be taken from a regions regional account to cover the following:

- A lump sum\* of SFr 25.- for each workshop organized to cover office costs and the organizing.
- SFr 20 for lunch for all day workshops.

**Central Funds** will reimburse the following costs to the region on receipt of an Expense Claim Form and receipts:

- Costs for the Annual Mailing to regional members. Receipts for other expenses must be enclosed for all other costs.
- a yearly lump sum\* of SFr 100 per region to cover office costs\*\* (on completion of an Expense Claim Form sent to the Treasurer). If more than one person runs a region this amount has to be divided out depending on the work done. See further ETAS Awards and Recognition Guidelines.

**Central ETAS funds** will reimburse a max. of 2 RC's per region for the following expenses:

- Cost of travel to the AGM\*\*\*\*, SIG Day\*\*\*\*, and to the RC Council meetings
- \*\*\*TWO hotel nights for the AGM (max SFr 100 per night will be reimbursed).
- \*\*\*ONE hotel night for the SIG day (max SFr 100 per night will be reimbursed).

### **4. SIG Coordinators**

Each SIG Coordinator may claim TWO hotel nights\*\*\* for the AGM\*\*\*\* and ONE hotel night\*\*\* for the SIG day from central funds (max SFr 100 per night will be reimbursed). Cost of travel to the AGM, SIG Day, and to the National Council meetings can be claimed from the central funds.

### **5. Sub-Committee Heads (incl Web Team)**

Each Sub-Committee Head gets free registration for national events. For travel expenses, see point 10 below. See further ETAS Awards and Recognition Guidelines.

## **6. Editorial Board**

Each member of the editorial board gets free registration for national events. For travel expenses, see point 10 below. Expenses will be paid upon provision of receipts to the Treasurer. These forms must be approved by the Publications Chair. See further ETAS Awards and Recognition Guidelines.

## **7. AGM LOC**

The LOC receives a lump sum\* of SFr 500 to cover office costs\*\*, traveling and refreshments incurred while organizing the event (see AGM Guidelines). Large amounts (over SFr 250) have to be approved by the National Events Chair and can be sent directly to the Treasurer for payment. Any other expenses incurred can be claimed using the standard Expense Claim Form, signed by the National Events Chair. See further ETAS Awards and Recognition Guidelines.

## **8. SIG Day Organizer**

The SIG Day Organizer receives a lump sum\* of SFr 500 to cover all office costs\*\*, traveling and refreshments incurred while organizing the event. Any other expenses incurred can be claimed after the SIG Day using the standard Expense Claim Form, signed by the Teacher Development Chair. See further ETAS Awards and Recognition Guidelines.

## **9. Book Exhibition Coordinator**

The Book Exhibition Coordinator gets free registration for the national event that they (or he/she) are organizing. They (or he/she) may claim \*\*\*TWO hotel nights for the AGM from central funds and \*\*\*ONE hotel night for the SIG day (max SFr 100 per night will be reimbursed) if they are organizing that event. A lump sum for office costs of SFr 100 for the SIG Day and SFr 150 for the AGM will be paid by central funds. Any other expenses incurred can be claimed using the standard Expense Claim Form, signed by the National Events Chair (for the AGM) or the Teacher Development Chair (for the SIG Day). For travel expenses, see point 10 below. See further ETAS Awards and Recognition Guidelines.

## **10. Travel Costs**

ETAS reimburses up to the cost of a 2<sup>nd</sup> class train fare or a day travel card if cheaper against receipt for those members and guests not already getting a lump sum listed above. If no receipt is available, SBB confirmation of 2<sup>nd</sup> class train fare must be submitted with the ETAS Expense Claim Form. **Please do use your half-fare card if you have one, and take a day travel card if this is cheaper.** A confirmation of the price can be obtained from a railway station or printed out from the internet. ETAS does not reimburse mileage done by car.

## **11. Food and refreshments**

At all day events (Regional Council, AGM) food is provided for the committee members and other volunteers (RCs at a Regional Council meeting, for example) by ETAS.

## **12. Workshop Presenters (AGM, SIG Day or in the Regions)**

The standard fee for workshop presenters is SFr 100 per hour. For travel costs of presenters see point 10 above, all other expenses can only be claimed on production of a receipt. The ETAS Expense Claim Form has to be approved by the person responsible for the workshop. The expenses for regional workshops are to be covered by the regional accounts.

## **13. Administration**

As with members, the Administration has to put in a claim for expenses incurred in connection with National events (travel and hotel) using the Expense Claim Form. Receipts have to be enclosed: for travel expenses see point 10 above. The form is to be approved and signed off by the committee members responsible.

## **14. Travel Expenses**

For those participants of the National Council not already covered in points 1 – 10, travel expenses will be reimbursed up to the 2<sup>nd</sup> class train fare within Switzerland.

\* For the “lump sums” mentioned above, no receipts are required. For all other expenses claims (apart from workshop fees) receipts must be submitted or the expense will not be paid out.

\*\* Under “office costs” are all phone, postage, fax, email, photocopying and stationery costs.

\*\*\* On provision of the receipt and an Expense Claim Form to be signed off by the TD Chair or NC respectively.

\*\*\*\* As the national events cost ETAS a lot of money per volunteer and the LOCs are always in need of help, it is expected that each volunteer who attends an event for free and is given hotel accommodation and train expenses will agree to work one shift at such events. It is the volunteer’s responsibility to ensure that they will be providing one or more of these services if they want to attend the event for free:

- Workshop Supervisor
- Workshop Write-up
- Raffle
- Registration
- ETAS stand

If this shift isn’t worked (even in the case of a cancellation), the cost of the event will be paid by the volunteer.

*SIG Coordinators are exempt from the above on the SIG Day.*