



European College of Veterinary Surgeons

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ECVS STANDARD OPERATING PROCEDURE:

Remuneration and Expenses

The ECVS compensates the following persons on the following occasions:

- Officers, Regents and committee members for their meetings
- Speakers at the Annual Scientific Meeting and pre-congress courses

Board and Committee Meetings

Board and Committee members are asked to make their own travel arrangements and claim their expenses back after the meeting with the expenses form provided by the ECVS Office.

With the exception of travel to a committee meeting immediately prior to the ASM (see table below), travel expenses are fully compensated. The allowances are for economy class travel, and train travel is encouraged when feasible.

Where possible, Diplomates are encouraged to use public transport or other sustainable means of travel. Where a Diplomat travels in their own car, they may claim an allowance for the distance travelled per kilometre. This is based on the standard statutory tax-exempt business allowance in the country of residence at the time of travel. The payment will be calculated in Euros/km.

All expense claims must be supported with receipts. Receipts can be submitted electronically (scans, photos, PDFs).

Expenses are reimbursed for the individual traveling in connection with the ECVS meeting; any extra expenses for accompanying partners (such as upgrade to a double room, extra meals) are to be borne by the respective Board / Committee member.

Annual Scientific Meeting Expenses and Compensation

	registration and social events	social events incl. for partner	travel expenses	hotel accommodation*)	honorarium
Main Programme (incl. lunch sessions)					
Invited speaker ECVS	yes	yes	no (except non-EU**) residents: up to € 1'000)	no	€ 250 / lecture
Invited speaker ACVS	yes	yes	yes (economy class) yes	night before and after presentation ***)	€ 100 / lecture
Invited speaker non- ECVS	yes	yes			
Short Comms presenters	no	no	no	no	no
Resident Forum	no	no	no	no	no
Poster presenters	no	no	no	no	no
Session chair / discussant	no	no	no	no	no
Pre-congress Programme					
Invited speaker ECVS	yes	yes	up to € 100 for locals, € 750 for EU**), € 1'500 for non-EU**) residents	required extension of stay***)	€ 250 / half day
Invited speaker ACVS	yes	yes	yes (economy class)	night before and after pre- congress***)	
Invited speaker non- ECVS	yes	yes			

	registration and social events	social events incl. for partner	travel expenses	hotel accommodation ^{*)}	honarium
Regents (excl. Executive Board), Exam, Credentials committee members combined with a committee meeting only; other committees based on prior agreement with and approval by the BOR	yes	yes	up to € 100 for locals, € 750 for EU ^{**)} , € 1'500 for non-EU ^{**) residents}	additional nights up until Friday for meeting and work commitment ^{***)}	as above if invited for the scientific programme
Executive Board members, Programme Committee members combined with a committee meeting only	Yes	Yes	up to € 100 for locals, € 750 for EU ^{**)} , € 1'500 for non-EU ^{**) residents}	additional nights up until Sunday for meeting and work commitment ^{***)}	
Recertification, Programme Recertification, Research Grant committee members, MCQ sub-committee chairs	yes	yes	no	no	

^{*)} ECVS will typically arrange and book hotel accommodation for speakers and Officers and arrange for the covered nights to be invoiced to ECVS directly. If a person entitled to accommodation compensation does not wish to stay at the proposed hotel, he/she is free to book something else. ECVS will re-imburse the agreed nights based on an expenses form and receipts, but only up to the price per night paid at the centrally organised hotel. Any additional price beyond this level is to be paid by the speaker / Officer themselves.

^{**) EU is short for Europe and means all European countries incl. Israel. It does not refer to the European Union.}

^{***)} ECVS calculates the paid-for nights based on the official schedule or programme. The dates on which ECVS pays for accommodation are thus fixed and do not constitute a freely distributable allowance in terms of number of nights. If a person does not fully use up the paid-for nights (e.g. by arriving / leaving immediately prior to / after the lecture or meeting), any saved nights cannot be claimed at a different time during the congress.