Standard Operating Procedure (SOP) – Reimbursement of travel expenses for faculty

Title: Reimbursement of travel expenses for faculty in ISPN educational courses

Number: 06

Date: 29 December 2023 – Last review March 2024

Statement of purpose:

To clarify travel reimbursement details and rates for faculty taking part in ISPN in-person education courses.

Related issues:

Keeping up to date with inflationary changes in travel expenses for faculty.

Context / Committee:

Treasurer, Education Committee

Details:

- Reimbursement of travel expenses for faculty involved in ISPN educational course around the globe needs to done at current rates, and therefore requires updating.

- The updated reimbursement schedule as agreed by the ISPN EB is as follows:
  - For travel time less than 4 hours: 600 USD (previously 500 USD)
  - For travel time between 4 and 8 hours: 1,200 USD (previously 1,000 USD)
  - For travel time between 8 and 12 hours: 1,800 USD (previously 1,500 USD)
  - For travel time over 12 hours: 2,500 USD (previously 2,000 USD)

- Upon participation in a course, ISPN invited (international) Faculty will receive the link to an online form that will ask for the following details (submission requested within 1 month of having participated in a Course):
  - Full name of Faculty (account beneficiary name)
  - Flight origin & destination - Flight time
  - Full address
  - Bank name and address
  - Account number (preferably IBAN):
  - Swift code of Bank:

- The Education Committee Chair is to approve the amount to reimburse, after which the form will be sent to the ISPN Treasurer for payment.
- Reimbursements will be made within 6 months.

Note: ISPN Executive Board members do not receive any reimbursements/discounts on meeting registration/travel (except the President) to attend the Annual Meeting.
Review period:

Every two years.