RULES CONCERNING PARTIAL TRAVEL REIMBURSEMENT OF COUNCIL DELEGATES

1. Only representatives of those Member Parties who have paid and fulfilled their membership obligations before the statutory deadline of 1 April of that year , are entitled to travel reimbursement. Travel reimbursement cannot be claimed retrospectively for Council meetings that took place in a previous year.

2. All registered delegates to the ALDE Council are entitled to claim travel reimbursement. Representatives of observer member parties are only entitled to reimbursement of 50% of their expenses since their parties don't pay a full affiliation fee. The full table outlining the number of delegates per member party is published on the ALDE Party website prior to each Council meeting.

3. Only the cheapest possible ticket (i.e., economy flights, 2nd class railway) and/or other means of transport can be used as a basis for making a claim. Used tickets or original invoices are to be submitted with the travel claims. No accommodation or local transportation expenses will be reimbursed.

4. Delegates travelling by car will be reimbursed based on a train ticket 2nd class return.

5. Travel costs will be reimbursed based on the amount spent by the delegate up to the following maximum:

0 km - 800 km	: up to 150 euros
801 km - 2000 km	: up to 250 euros
>2000 km	: up to 350 euros

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