

ESEB Reimbursement guidelines (v2026.02.04)

1. Eligibility for Reimbursement

These guidelines apply *mutatis mutandis* to

- ESEB Steering Committee Members
- Managing Editors of JEB and EL
- JEB Handling Editors (4), JEB Data Editor, JEB Commissioning Editor
- Office Manager
- Council Members
- Awardees of all ESEB grant schemes. (limited by the cap of the total award)
- ESEB Committee Chairs

2. General Principles

- All expenses must be reasonable, necessary, and directly related to the activity.
- Reimbursements that are not explicitly mentioned in this document are subject to pre-approval by the Executive Vice-President of ESEB, or Office Manager.

3. Travel

The society encourages advanced booking of travel and accommodation to take advantage of cheaper fares. Please also consider climate protection when booking your trip.

a. Airfare

- Only the costs for direct return flights from your place of work/professional residence to the place of the meeting are eligible with arrival and departure dates should be at or one day before/after the meeting dates. If deviations from standard travel arrangements are desired, pre-approval must be requested. Please submit both the itinerary for a direct flight and the proposed alternative, including flight times and price details (e.g., screenshot comparison on the booking site at the booking date). If the non-standard option is more expensive, we will reimburse the (round-trip) standard fare.
- Airfares are eligible expenses only if the distance travelled is more than 500 km, or the travel time with alternative transport options is more than 6 hours.
- Reimbursement is provided for **economy class tickets** only. First, business, and premium economy class or similar are not eligible.
- Flights should be booked **as early as possible** to secure reasonable rates.
- Baggage fees (one checked bag) are reimbursable if incurred during society-related travel.
- Travel insurance is not reimbursable unless specifically requested by the Society.

b. Public transport and Train fares

- We reimburse second/standard class train fares and public transport (bike, bus, tram, metro) between the place of professional residence and the airport/station as well as between hotel and meeting venue.
- Please consider booking discounted tickets such as one-day passes or multi-day passes for public transport and try to avoid taxis or similar whenever possible.

c. Use of Private Vehicle

- Personal car use is reimbursed at the maximum tax-free rate set by the Dutch national authority (0.23€/km).
- The shortest route (door to door) will be reimbursed.
- Toll and parking charges are reimbursable with receipts.
- Fuel costs are not reimbursed separately.

4. Accommodation

- Single-room accommodation should be reasonable and will only be reimbursed for the days of the meeting plus one night before or after the meeting.
- Conference Travel awardees attending EMPSEB may claim one night before or after the meeting.
- Stays in double or multiple rooms will be reimbursed proportionally if names of other accompanying persons eligible for ESEB reimbursement are stated and the total number of people are provided together with the receipt.

5. Meals and Per Diem

- Members of the steering committee, Managing Editors of JEB and EL, the Office Manager, and people invited by steering committee will be reimbursed for breakfast, lunch and dinner for all days of the activity they attend on behalf of ESEB.
- Conference Travel awardees attending the ESEB congress or the Evolution meeting may claim a lump sum of max 30€ *per diem* for all conference days.
- Conference Travel awardees attending EMPSEB may claim a lump sum of max 30€ *per diem* for one day before or after the conference.
- Alcoholic beverages are not reimbursed.

6. VISA and Entry Requirements

Reimbursable costs include:

- VISA application fees
- Courier fees (if required for processing)
- Travel to and from a consulate for VISA processing (by public transport or private vehicle)

Reimbursement is only provided for travel directly related to Society business or meetings.

7. Conference Registration fees

- Registration for scientific meetings where the individual is representing ESEB (see Appendix 1 for an overview of which meetings are reimbursed for whom).
- Early bird ESEB member registration is reimbursed, or Waivers are provided upfront.

8. Internet and Communication

- Reasonable costs for internet usage, mobile data, or temporary SIM cards needed for society business are reimbursable.
- Sim-cards cannot be reimbursed.

9. Other Reimbursable Costs

- Printing or poster production for Society-related presentations. Conference materials (e.g., abstract books, virtual access)
- Currency exchange fees or international transaction fees directly tied to reimbursable expenses

10. Non-Reimbursable Costs

- Personal entertainment
- Tourist activities or side trips
- Companion travel or meals
- Tips and gratuities (unless required and customary in host country)
- Upgrades to flights, hotels, or rental vehicles

Reimbursement Procedure

- Exceptions must be approved upfront, either by the meeting organisers (for all ESEB award and grant schemes) or by the Executive Vice President (evp@eseb.org). Please contact the ESEB Office (office@eseb.org) if you wish further clarification.
- All eligible expenses will be reimbursed after the meeting in accordance with these ESEB reimbursement guidelines.
- Reimbursements are personal, ESEB can only except invoices from institutions if not extra costs are charged (e.g. administrative costs, overhead, VAT).
- The reimbursement form is available at <https://eseb.org/society/> or from the ESEB office (office@eseb.org).
- Reimbursement claims must be submitted by email together with both, copies of all receipts and proof of payment, to the ESEB Office within three months after the event.
- The society can only reimburse original receipts with the amount of the expense and VAT indicated. Bank/Card statements alone and self-made receipts are not valid. Please keep paper or electronic copies of your receipts until you have been reimbursed.

Who	Officer status	Reimbursement in line with the ESEB guidelines	Occasion
Function in ESEB			
President-elect	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	ESEB congress in year of office start (= year of election) and in-person steering committee meetings during the term.
President	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	ESEB congress in year of office start and in-person steering committee meetings during the term.
Past President	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	ESEB congress in year of office start and in-person steering committee meetings during the term.
Vice president	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	ESEB congress in year of office start (= year of election) and in-person steering committee meetings during the term.
Secretary	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	All ESEB congresses and in-person steering committee meeting from congress year of office start to and including ESEB congress in year of office end.
Executive vice president	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	All ESEB congresses and in-person steering committee meeting from congress year of office start to and including ESEB congress in year of office end.
Congress organizer	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings. In case of organizing teams, up to 2 people receive support.	ESEB congress in year of office start and in-person steering committee meetings during the term.
Permanent office staff (Office Manager)	no	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	All ESEB congresses and in person steering committee meetings during period in office.
Council members	no	Waiver for early bird, ESEB member congress registration.	All ESEB congresses during period in office.
ESEB Committee representative	no	Waiver for early bird, ESEB member congress registration.	All ESEB congresses during period in office.
Function related to JEB			
Editor-in-Chief of JEB	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in-person steering committee meetings.	All ESEB congresses and in person steering committee meetings during period in office.
Handling Editors (4) Data Editor Commissioning Editor	no	Expenses for travel, accommodation and registration for attending the ESEB congress.	All ESEB congresses during term.

Editorial office staff (JEB Managing Editor)	no	Expenses for travel, accommodation and registration for attending the in person steering committee meetings, editorial meetings and congresses.	All ESEB congresses, steering committee meetings and editorial meetings during period in office.
Function related to EL			
EL Officer	yes	Expenses for travel, accommodation and registration for attending the ESEB congress and in person steering committee meetings.	All ESEB congresses and steering committee meetings from congress year of office start to and including congress in year of office end.
Others			
Distinguished fellows	no	Expenses for travel, accommodation and registration for attending the ESEB congress.	ESEB congress in the year of election or the following years.
Mid-career prize winner	no	Expenses for travel, accommodation and registration for attending the ESEB congress.	ESEB congress in the year of award or in the following years.
John Maynard Smith Prize winner	no	Expenses for travel, accommodation and registration for attending the ESEB congress.	ESEB congress in the year of award or in the following years.
EUEA award winner	no	No reimbursement for conference visit.	-
Stearns Graduate Student Prize winners	no	Waiver for early bird member congress registration; total expenses up to a max of €1,000 for waiver and travel.	ESEB congress in the year of award or in the following years.