

BASIC
PUBLICATION

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Policies and rules for the reimbursement of travel expenses incurred by OIML Members of Honor and invited guests in attending OIML events

Politiques et règles relatives au remboursement des frais de voyage encourus par les Membres d'Honneur du OIML et les invités lors de leur présence à des événements OIML



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Foreword

The International Organization of Legal Metrology (OIML) is a worldwide, intergovernmental organization whose primary aim is to harmonize the regulations and metrological controls applied by the national metrological services, or related organizations, of its Member States. The main categories of OIML publications are:

- **International Recommendations (OIML R)**, which are model regulations that establish the metrological characteristics required of certain measuring instruments and which specify methods and equipment for checking their conformity. OIML Member States shall implement these Recommendations to the greatest possible extent;
- **International Documents (OIML D)**, which are informative in nature and which are intended to harmonize and improve work in the field of legal metrology;
- **International Guides (OIML G)**, which are also informative in nature and which are intended to give guidelines for the application of certain requirements to legal metrology;
- **International Basic Publications (OIML B)**, which define the operating rules of the various OIML structures and systems; and

OIML Draft Recommendations, Documents and Guides are developed by Project Groups linked to Technical Committees or Subcommittees which comprise representatives from OIML Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

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OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organization's headquarters:

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1 Scope

This Basic Publication lays down the policies and rules for the reimbursement of travel expenses incurred by CIML Members of Honor and invited guests attending OIML Conferences, CIML Meetings and other legal metrology related events.

2 Excerpt from the OIML Convention, ARTICLE XIV:

Individuals who have taken part in metrological science or industry or former Members of the Committee may, by decision of the Committee, receive the title of Member of Honor. They may take part in meetings as advisers.

3 Policies

- 3.1 To assist with attendance at the Conference, CIML Meeting or other legal metrology related event a CIML Member of Honor may have his/her travel expenses paid or reimbursed by the BIML. This policy will apply for a period not to exceed five years from the time he/she received the title. Travel by the CIML Member of Honor will follow the guidelines listed below.

Note: for the current Members of Honor this policy will apply for a period not to exceed five years after the introduction of this policy.

- 3.2 The CIML President or the BIML Director, with the CIML President's approval, may invite guests to attend the Conference, CIML Meeting or other legal metrology related event. In special cases, guests may have their travel expenses paid or reimbursed by the BIML. Travel by invited guests will follow the guidelines listed below.

4 Rules

4.1 Travel

As soon as the CIML Member of Honor (MoH) or invited guest (IG) is informed of the planned travel, he shall submit to the BIML Director the following information:

- a) the foreseen dates of the travel (outward and return journeys);
- b) the means of travel (air, train, car);
- c) any need to purchase a modifiable ticket and the motivation for such a request;
- d) the reduced fares, if any, to which the MoH or IG is entitled on a personal basis;
- e) the accommodation already identified or suggested to him by the welcoming body and the rate per night (specifying if partial-board is included).

4.2 Validation

The Director shall validate the travel.

When validating, the Director, or his representative, may modify the parameters of the travel.

4.3 Conditions

The MoH or IG shall propose the transportation mode, accommodation, timetable, and fares following the principles below:

- a) the most economical journey is preferred, taking into account all modes of travel, travelling time and modifiable tickets;
- b) the journey shall include no stops between the stations or airports servicing the MoH or IG departure point and the destination's nearest airport or station other than those required by the trip connections, unless justified by professional motives or they allow a reduction of the expenses incurred and the journey's length is not substantially modified;
- c) the journey may be extended, if this results in a reduction in overall costs which may include additional accommodation and transportation;
- d) the journey, by rail when the connection exists, may be in first class;
- e) the journey by airplane shall be in economy class, except when any one section airtime of the journey's duration is over seven hours. In this case, economy plus, when available, may be authorized;
- f) a modifiable ticket may be granted where there is an actual uncertainty about the dates and/or duration of the mission. Incurred taxes shall be paid by the BIML;
- g) luggage in excess of allowances shall be paid by the MoH or IG.
- h) the air and rail companies are selected in accordance with the above-mentioned principles and after due consideration of the list of airlines banned within the European Union;
- i) the accommodation shall take into account the accommodations already identified or suggested by the welcoming body and the nightly rate;
- i) a journey for personal motives may be combined with a mission. In this case, any extra fare for the journey for personal motives shall not be paid or reimbursed by the BIML to the MoH or IG;
- j) in the case that a MoH or IG is accompanied by other persons (spouse, parent, children, etc., on a personal basis only), the costs incurred on the journey directly attributable to the companion(s) will not be paid or reimbursed to the MoH or IG by the BIML. No liability for the companion of a MoH or IG on travel during any journey is incurred by the BIML.

4.4 Canceled journeys

The BIML shall pay for canceled tickets and may pay for new tickets in the following cases:

- a) if the cancellation of the travel is decided by the Director or by the welcoming body and new travel is required;
- b) if a force majeure event has occurred, i.e. unpredictable and beyond the control of the MoH or IG, having prevented him or her from traveling and new travel is required;
- c) if the MoH or IG is unable to obtain a visa and new travel is required;
- c) if the flight or journey is canceled by the airline or the rail company;
- d) if the planned connecting flights were rendered impossible by airline or rail company delays.

However, if the need to purchase new tickets originates solely as a result of the decision of the MoH or IG, the BIML reserves the right to claim reimbursement from the MoH or IG of such tickets.

4.5 Per diem and reimbursable fees

No per diem is provided by the BIML to the MoH while on travel to an OIML Conference or CIML Meeting.

Per diem, per the BIML Travel Policy, may be provided to the MoH or IG when on travel to other legal metrology related events.

The following fees shall be reimbursed, subject to the submission of receipts within thirty working days following the day on which the MoH or IG returns from travel:

- a) the fees related to receptions and dinners organized in the attended event, if not included in the general fees paid by the BIML before the travel;
- b) registration fees to attend the event to which the MoH or guest is invited;
- c) accommodation fees (including breakfast);
- d) local transportation fees.

Expenses incurred in a currency other than the Euro are reimbursed at the exchange rate on the date of payment of the actual expense. Refer to <http://www.xe.com/ucc/> . If paid with a credit card belonging to the MoH or IG, an adjustment may be made, if necessary, between the justified expenditures and the actual bank debit, upon submission of the debit memo of the bank holding the account.