

IAPS Reimbursement and Cancellation Guideline

Purpose: This document should serve as a guideline for reimbursements made by IAPS and at IAPS events and should help the IAPS Executive Committee (EC) and the Organising Committees (OC) to decide on particular reimbursements. Nevertheless, reimbursements will always depend on the financial situation of IAPS and/or the financial situation of a particular event and this has always to be taken into consideration.

IAPS EC

Mulhouse meeting: All EC members (and invited guests) should receive a full reimbursement of their travel expenses for one personal meeting per term in Mulhouse, France. The expenses for board and lodging in Mulhouse are usual covered by the European Physical Society.

ICPS and Delegate Day: No EC member and no delegate of IAPS should receive a reimbursement for travel expenses to the ICPS and to the Delegate Day, except of in extraordinary cases. Nevertheless, board and lodging for EC members and delegates (two per NC, one per LC) at the Delegate Day should be covered by IAPS if enough funds are available.

PLANCKS: Travel expenses of EC members to the PLANCKS competition should only be (partially) covered, if they actively represent IAPS at the event, e. g. by giving a speech at the Closing Ceremony.

IFISO meeting and meetings with partner associations: The participation fee and travel expenses for the participation of EC members should only be covered if a useful outcome of the meeting for IAPS is expected. If more than one EC member participates in such a meeting, the reimbursement for travel expenses should be splitted among all present EC members.

Meetings with new potential IAPS members: Reasonable travel expenses of EC members for meetings with potential member associations should be covered if it is likely that a personal meeting will convince them to become a member of IAPS and if an online meeting, e. g. via Skype, has already taken place and both parties agreed on the benefit of a meeting in person.

IAPS EC event organisers

All organisers of IAPS events should not have to pay for their participation in a particular event. Although the number of organisers should be reasonable for the size of the event (e. g. 2-3 organisers for an event of about 40 persons). Only (reasonable) travel expenses of the main organiser should be fully reimbursed. This money can also be splitted among several organisers (e. g. 50% percent of the travel expenses for two organisers). These expenses should be taken into account in the budget of a specific event.

The main organiser is the IAPS event coordinator of the current EC, the responsible contact person for the event or a chosen representative.

Participants at IAPS events

Participants of an IAPS event as IAPS2CERN or IAPS@GranSasso of which the IAPS EC is in charge of who cancel their participation up to one month before the event, should be reimbursed the full amount, except of an administrative fee of 10€ (+ the IM fee if paid). Participants who cancel their participation later than one month before the event can only be reimbursed if a replacement for them can be found. In this case the same rule as above should be applied. For the ICPS and for the PLANCKS competition the following cancellations rules are suggested to the organising committee:

1. Cancellations two months before the event: Full reimbursement minus 10€ administrative fee.
2. Cancellations one month before the event: 50% reimbursement.
3. Cancellations later than one month before the event: no reimbursement, except for the case that all available places can be filled then 50% can be reimbursed.

In case the organising committee has to cancel the participation of a student it is proposed to distinguish two cases. If the organising committee is in fault, e.g. overbooking of the event, a full reimbursement should be done. If the applicant provided false data which let to him/her being accepted, no reimbursement should be done. In unclear cases the EC will decide on the matter.