

8 February 2017

Reimbursement of expert's expenses

This information sheet contains guidance to experts invited to attend a panel meeting at the Academy of Finland.

Travel arrangements

All travel arrangements are made by our travel agency (CWT Finland Oy). Please let our travel agency handle your travel arrangements for you and avoid doing any arrangements yourself.

The Academy of Finland will cover your travel costs in economy class from home/work to the meeting venue and back as well as the accommodation during the panel meeting. As a public organisation, we recommend that you use public transport whenever possible. If you use a taxi or your own car, please justify such use briefly in the claim form.

Please note that you are not insured by the Academy.

Reimbursement

We will pay the compensation per each panel day (deducting about 40% for pension and tax premiums). The compensation is meant to cover expenses that the Academy will not cover. These include additional meals during the visit as well as travel and accident insurance (these costs must not be claimed with the claim form). In addition, we will pay a fee per each draft review (no deductions).

How to claim expenses

You will receive the claim form after the panel meeting. We will calculate the fees automatically and they will be regarded as your personal income. Therefore, please remember to fill in your own personal details on the form, even if you are not claiming any travel expenses. We will also calculate possible exchange rates for you.

1. If the Academy's travel agency has made the arrangements (recommended):
 - a. Attach the receipts of local traffic expenses incurred during your trip as well as possible boarding passes.
2. If you or your organisation have made the arrangements (not recommended):
 - a. If you have paid the travel yourself, please attach all receipts, invoices and flight tickets/e-tickets and boarding passes related to the travel. If the price is not clearly mentioned on the ticket, please add a copy of the invoice or any supporting documents indicating the cost of travel.
 - b. If some other organisation has paid the tickets, please request payment by submitting an authorised invoice after the panel meeting, together with all appropriate receipts mentioned above. You will find our invoice address on our website at <http://www.aka.fi/en/about-us/contacts--invoicing/>

Please note that we will need the documents within 30 days after the meeting in order to pay the reimbursement. The signed claim form (with receipts) can be scanned and sent to us by email.

Payment

Once we have received your claim, the processing takes a few weeks. Make sure that you have entered your personal details correctly to avoid any unnecessary delays in the payment. Please also note that the compensation will be paid into your personal bank account and that the Academy will not be responsible for any banking fees. Unfortunately, due to our system requirements, the fee might come in two different transactions. The pay slip will be sent to your home address.

If you have any questions regarding the payment, please get in touch with your contact person at the Academy of Finland.