



Code of conduct

Reimbursement of expenses in the context of Inspire2Live

Expenses paid for travel and accommodation.

1. If PAs are in employment, their expenses will be paid for by their employer.
2. If the employer is unwilling to pay travel expenses, Inspire2Live will pay.
3. Domestic, international and intercontinental travel expenses are reimbursed on economy class basis.
4. Travel and accommodation expenses within the Netherlands are not reimbursed, unless fairness demands an exception. The principle adopted is that it is unacceptable that something important is not happening because the PA in question cannot afford the travel expenses. The decision is at the discretion of Inspire2Live's directors.
5. Expense claims for food and drinks will not be accepted.

The Inspire2Live office will pay out reimbursements after receiving the relevant invoices and tickets. Scans and copies will be accepted, but the original invoices and tickets must be sent in always.

Reimbursements for accommodation for meetings.

Meetings are to be held at locations that are either free or low cost. Try and organise meetings at your own institutions.

Reimbursements for internal Inspire2Live positions.

- 1) There will be no reimbursements for Patient Advocacy activities. Patient advocates work on a voluntary basis, which gives them a fully independent position in their work as patient advocates.
- 2) Inspire2Live will pay for work done by staff functions that facilitate the work of patient advocates. This is to be decided by one of the directors. This applies to communications, office management, programme management and finance. If the organisation does not have the necessary funds available for these staff positions, we will ask these officers to work on a voluntary basis.
- 3) The remuneration of the directors will be decided by Inspire2Live's Supervisory Board.
- 4) If people have an income from their own institution, we will not pay for work that is done for our organisation. Here you may think of people that are retired or are sponsored by their employers.
- 5) The Board of Directors will determine the hourly rate to be paid with a maximum of EUR 80 per hour. The maximum hourly rate applies to all positions.
- 6) Claims for hours worked should be sent to the Inspire2Live Office each month, together with the relevant invoices stating the number of hours worked.
- 7) An annual maximum of 1000 hours worked may be invoiced per person.

never ever quit!

To facilitate and inspire people to lead Happy and Healthy lives in Harmony with cancer • www.inspire2live.org