



Code of conduct

Reimbursement of expenses in the context of Inspire2Live

General principle.

Reimbursement means spending funds that were donated to I2L for its mission and therefore this will only be considered in the case that the activity is clearly part of the actual program of I2L, if the discipline is followed that it is requested and approved by one of the directors before the expenses are made and that only real and modest expenses are claimed. Examples: tourist class travel and stay in a tourist hotel for the purpose of networking or representing I2L are reimbursed, an informal dinner with guests for the purpose of forming a network is reimbursed, a normal meal alone or with another PA is not, because you would have had that meal at home as well, and there are always options for finding a meal at a reasonable price.

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, I2L 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 when it is unacceptable that something is not happening because the PA in question cannot afford the travel expenses. The decision is at the discretion of I2L's directors.
5. This principle (4) accounts the same for expense claims for food and drinks will not be accepted.

I2L will pay out reimbursements after receiving the relevant invoices and tickets.

Reimbursements for accommodation for meetings.

Meetings are to be held preferably at locations that are either free or low of cost.

Reimbursements for internal Inspire2Live positions.

- 1) Patient advocates work on a voluntary basis for 8-10 hours per week, 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. These jobs are scheduled for being full time jobs. This is to be decided by 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, exclusive VAT. The maximum hourly rate applies to all positions.
- 6) Claims for hours worked should be sent to the Inspire2Live Finance Manager 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