



ATUC

Per Diem and External Tasks Policy

Per Diem and External Tasks Policy



Taking into account Articles IX and XI of the Statutes of ATUC, adopted by the Founding Conference, Amman on 2 October 2014, regarding financial management, these regulations shall be become effective as of 9 February 2016. Amendments may be proposed by the Executive Secretary under approval from the General Council.

Article 1: Beneficiaries

All employees employed within the Secretariat of ATUC, as well as contracted experts and members of affiliated organizations registered with ATUC or appointed to represent ATUC in international activities, shall be eligible for comprehensive coverage of their external tasks expenses.

All individuals undertaking external tasks on behalf of ATUC shall adhere to the daily value schedule established by either the European Union or a United Nations organization for each respective country visited. This predetermined schedule outlines the financial coverage provided for external tasks expenses in each country worldwide.

Article 2: Reimbursable Costs

The expenses of the external task shall cover the costs of accommodation, meals and local transportation expenses resulting from important travel authorized by the Executive Secretariat of ATUC.

Article 3: Tasks Within the Country of the Headquarters

Any person assigned a task within the headquarters country shall submit

a statement at the end of the task regarding all expenses incurred during the performance of the task.

Article 4: Task Assignment Within the Framework of Cooperation Programs

In cases where an activity is organized in cooperation with a friendly organization, the per diem policy that offers the most advantageous terms shall be chosen for the individual to whom the task is assigned.

Article 5: Tasks to a Country at Risk

Regarding external tasks to countries where the in-country situation necessitates special precautions concerning accommodations or local transportation, the Executive Secretariat shall have the authority to approve exceptional costs under specific circumstances, provided that a detailed report of such costs is provided.

Article 6: Hospitality Expenses

During official meetings organized by ATUC, such as conferences and seminars, or international-level engagements in which it participates, an allocation of €500 to 1,000 shall be designated for various guests, depending on the type of meeting. The responsibility for managing these allocations shall lie with the Executive Secretary.

Article 7: Exceptional Expenses

Any additional expenses incurred by an employee while on an external task

for ATUC in a foreign country must be accompanied by a detailed report, including the relevant supporting documents. The Executive Secretariat shall review and make a specific decision regarding these expenses.

Article 8: Per diem Schedule

The Executive Secretariat of ATUC has established task expense schedule based on international standards, including those set by the United Nations and the European Commission.

Article 9: Advances and Payments

The daily costs of a task assignee can be covered in the form of an advance or by reimbursement at the end of each task.

In the event of prepayment of tasks expenses, the recipient shall receive one-third (1/3) of the total task expenses, while elected employees shall receive two-thirds (2/3) of the total task expenses.

The Executive Secretariat may use, for the purpose of booking a group restaurant or paying for local public transport, the remaining two-thirds (2/3) of the amount of the task expenses to cover such group expenses.

In this case, the total amount of the task expenses incurred shall not exceed one hundred percent (100%) of the task expenses stipulated in the fee schedule in force at the date of the task.

Article 10: Exchange Rates

Refunds in EUR, USD or local currency can be made based on the monthly average exchange rate applied in the month in which the allocation is made

Article 11: Task Expenditure Account

Task expenses shall be calculated as follows:

- a.** Total daily subsistence allowance if ATUC does not support any expenses incurred for travel and accommodation in the country of the task.
- b.** Two-thirds of the per diem value allocated for the task in the respective country to the Executive Secretariat.
- c.** The remainder of the value of the day after deducting the hotel and transportation and eating expenses.
- d.** One-third of the per diem value in the country of the task if it is covered by another entity.

Article 12: Supporting Documents

In order to reimburse the expenses of the task, the beneficiary shall, before payment, provide the ATUC Secretariat with the following documents:

- 1.** Task form.
- 2.** Tickets and invoices with boarding passes or equivalent.
- 3.** In all cases, original documents shall be required.

Any missing documents shall be photocopied within one month.

Article 12: Reports

Any exceptions to the application of these Regulations or difficulties encountered during implementation thereof shall be brought to the attention of the certified auditor. These exceptions and difficulties shall be reported in the annual financial reports presented during the first session of the Financial Supervisory Committee.

ATUC

Per Diem and External Tasks Policy



الاتحاد العربي للنقابات
ARAB TRADE UNION CONFEDERATION

