

# **Standard Operating Procedure (SOP) – Reimbursement of travel expenses for faculty**

**Title:**           **Reimbursement of travel expenses for faculty in ISPN educational courses**

**Number:**       **06**

**Date:**           29 December 2023 – *Last review March 2024*

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**Statement of purpose:**

To clarify travel reimbursement details and rates for faculty taking part in ISPN in-person education courses.

**Related issues:**

Keeping up to date with inflationary changes in travel expenses for faculty.

**Context / Committee:**

Treasurer, Education Committee

**Details:**

- Reimbursement of travel expenses for faculty involved in ISPN educational course around the globe needs to be done at current rates, and therefore requires updating.
- The updated reimbursement schedule as agreed by the ISPN EB is as follows:
  - For travel time less than 4 hours: 600 USD (*previously 500 USD*)
  - For travel time between 4 and 8 hours: 1,200 USD (*previously 1,000 USD*)
  - For travel time between 8 and 12 hours: 1,800 USD (*previously 1,500 USD*)
  - For travel time over 12 hours: 2,500 USD (*previously 2,000 USD*)
- Upon participation in a course, ISPN invited (international) Faculty will receive the link to an online form that will ask for the following details (submission requested within 1 month of having participated in a Course):
  - Full name of Faculty (account beneficiary name)
  - Flight origin & destination - Flight time
  - Full address
  - Bank name and address
  - Account number (preferably IBAN):
  - Swift code of Bank:
- The Education Committee Chair is to approve the amount to reimburse, after which the form will be sent to the ISPN Treasurer for payment.
- Reimbursements will be made within 6 months.

Note: ISPN Executive Board members do not receive any reimbursements/discounts on meeting registration/travel (except the President) to attend the Annual Meeting.

**Review period:**

Every two years.