



FUNDING PROTOCOL

Purpose

This protocol aims at establishing clear guidelines as to which type of expenses are covered by the WAVE Network and applies to the following activities:

- WAVE Annual Conference
- WAVE Training Institute
- WAVE Advisory Board Meetings
- Other multidisciplinary trainings organised by WAVE throughout the year

Please note: Any amount of funding to be granted must be agreed between WAVE and the applicant in advance to payment being made.

Costs covered by WAVE

- 1) WAVE is only able to cover travel and accommodation costs for a limited number of participants and for the above-mentioned activities.
- 2) The maximum amount WAVE is able to cover for travel costs is €300, and €300 for accommodation for event-participants. This amount may vary in the following cases:
 - For event-speakers; WAVE will confirm the exact amount separately for each event
 - Depending on project funding availability or location (as some countries may be less expensive than others)
- 3) Members entitled to WAVE-funding **must initially cover these costs themselves and will be reimbursed by WAVE.** Reimbursement will only be possible within the same financial year as the event taking place (January – December) and **costs must be claimed within a maximum of 2 months after the event.**
All reimbursements will be made exclusively via bank transfer.
- 4) Reimbursement of costs will only be possible under the following conditions¹:
 - Accommodation: original invoices must be sent to the WAVE office
 - Travel costs: **invoices and boarding cards/tickets** must be posted to the WAVE office
 - EU Members: original boarding cards/tickets and invoice hotel
 - Non-EU Members: copies boarding cards/tickets and invoice hotel

¹ Following WAVE donor regulations.



WAVE members eligible for funding:

- 1) One WAVE Advisory Board Member (= Delegate) per country.
- 2) Should the delegate be unable to attend the event, the attending co-delegate is entitled to receive funding.
- 3) Delegates **need to inform the WAVE office in advance of making any payments** if they intend to apply for funding.

WAVE encourages all delegates and co-delegates to attend the various WAVE events organised throughout the year. A rotational system should be in place, so that all Advisory Board Members have the chance to attend at least one event.

- 4) WAVE members whose WAVE membership is frozen are **not entitled** for reimbursement.

If your WAVE membership is frozen, this means:

- WAVE will not be able to reimburse you for attending any WAVE trainings, project meetings or the WAVE conference (this includes travel, accommodation or per diem costs).
 - You can still register and attend the WAVE conference but would have to pay the conference fee of €30/day and cover all travel/accommodation costs yourself, even if you currently are the Delegate/Co-Delegate for your country.
 - You will not be able to vote in the General Assembly, as per specifications of §6, point (3) and §7, point (6) of the WAVE statutes.
 - Once your membership is frozen for one year and we have not heard from you within this year as to why you have not paid or asked for a waiver/reduction – your membership will end. To avoid this, you will need to present your reasons for not paying or asking for a waiver/reduction to the WAVE Board within this year, who will subsequently decide whether or not your membership will end permanently.
- 5) Please note, that WAVE does not cover the costs for additional family members, friends or any additional nights (if these nights are not necessary for your travel).

Per diems

- 1) Per diems will only be distributed to those eligible WAVE members, who attend an activity.
- 2) The amount offered for per diems may vary from one activity to another.
- 3) The WAVE office will establish the funding amounts prior to an activity in accordance with funding availability and, geographical location.
- 4) Per diems are meant to cover incidental costs such as meals and transportation costs at the location where an activity takes place. Should the activity venue offer meals, only transportation costs will be covered.
- 5) Outside of the above conditions, per diems may only be offered in exceptional circumstances or in case of serious mobility issues or health concerns.
- 6) Due to changes in the Austrian tax regulations and audits, WAVE is **now required to issue all per diems, travel and accommodation costs exclusively via bank transfer**. We are unable to make any exceptions to this rule, as this would be a violation of Austrian tax law.