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Making IEA finances transparent and accountable

Executive, Regional and Early Career Councilors:

- A brief (1-page) itemized budget for expenditure of up to \$5000 for the financial year beginning 1st January should be submitted at least a month beforehand, ie by 1st December of the previous year.
- A revised budget for additional expenses during the financial year can be submitted at any time (up to an annual total of \$5000)
- Secretarial support is limited to \$1000 per year
- The budget will be reviewed by the Executive Committee, who will respond within four weeks of its receipt
- Reimbursement will be based on receipts for services performed, up to the allowed maximum limit and can be claimed throughout the year
- Funds can no longer be obtained in advance, except in unusual circumstances when agreed in advance for councilors from middle and low income countries
- Councilors from middle and low income countries should indicate in their budget submission if there are major problems with respect to access to funds. The Executive Committee can agree, on a case by case basis, ways of advancing funds to facilitate work planned, where appropriate

All other IEA activities:

- An itemized budget with estimated costs for accommodation, travel, salaries, and all other expenses should be submitted at least 3 months before the planned activity.
- The budget will be reviewed by the Executive Committee, who will respond within four weeks of its receipt
- Reimbursement for agreed costs will be based on actual receipts for services performed up to the allowed maximum limit
- Funds can no longer be obtained in advance, except in unusual circumstances, where agreed in advance for middle and low income countries
- Applicants from middle and low income countries should indicate in their budget submission if there are major problems with respect to access to funds. The Executive Committee will agree, on a case by case basis, ways of advancing funding to facilitate work planned, where appropriate

Notes:

- **Budgets should be sent to: pkralka@firstpointresources.com (at the IEA administrative office) and copied to: lorenzo.richiardi@unito.it (Treasurer)**
- **Requests for re-imburement of expenses should be made online at: <http://reimburse.ieaweb.org/>**
- Funds are generally reimbursed to the claimant at the end of the month, so it may take 4-6 weeks between submitting a claim to receiving reimbursement
- In some low income countries where transfer of funds can be difficult, claimants should let the Administrative Office and/or the Executive Council know, so that arrangements can be made to facilitate the transfer
- Out of pocket airfare and other travel expenses will be reimbursed for round-trip economy class travel only, after completion of an approved trip, and submittal of a reimbursement claim. Any variation to a round-trip will be reimbursed up to the equivalent cost of the economy round-trip
- In exceptional circumstances people from low and middle income countries can request that IEA purchase air tickets in advance of their travel