



## **INTERNATIONAL UNION OF NUTRITIONAL SCIENCES**

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### Guidelines for IUNS Travel Reimbursement

All travelers, including Council members, must obtain approval from the IUNS President and inform the Treasurer prior to travel to be paid by IUNS.

Airfare is reimbursed for economy/coach class tickets via direct routes. Copies of boarding passes and an itinerary/invoice from the airline must be attached to the Travel Declaration form.

Hotel expenses are preferably paid directly by IUNS to the hotel, in which case no receipt is needed. If not paid directly by IUNS, hotel expenses are reimbursed up to the Official WHO/UN Per Diem Rates (see: <http://apps.who.int/bfi/tsy/PerDiem.aspx>). The hotel's receipt of payment is required

Meals are paid for each meeting day but not for travel days. No receipts are needed. If meals are not paid directly by IUNS, they are reimbursed up to the Official WHO/UN Per Diem Rates.

Transportation (plane, train, taxi, bus, etc.) expenses require original receipts for reimbursement. If not possible, a short memo on letterhead paper is acceptable. Transportation must be by economy class and routing must be direct. Mileage is reimbursed according to official rates for the country of travel. IUNS will normally pay taxi fare between a person's home and the airport, and between the airport and the hotel. However, if the hotel or home is very far from the airport, please use public transportation (e.g. bus, subway, train).

Please itemize expenses on the Declaration of Travel Expenses form (it is not necessary to convert currency). On the form, provide your bank transfer information or an address to mail a check, sign at the bottom. Attach your receipts and other supporting documents and e-mail to my address listed above.

The Declaration of Travel Expenses form and accompanying receipts are due 30 days after the completion of travel. Reimbursements will be made by wire transfer to the traveler's bank account or by check. No cash reimbursements will be made.