



Invitation and Reimbursement Policy for the Annual Meeting of The Danish Society of Anesthesiology and Intensive Care Medicine (DASAIM)

This is a short description of invitation and reimbursement policy for non-members and foreigners invited to speak at the annual congress of the Danish Society of Anesthesiology and Intensive Care Medicine.

Registration

Registration to the Annual Congress is free of charge.

Gala Dinner

The invitee is cordially invited to attend the Gala dinner free of charge.

For booking, a written notification is necessary before hand.

Additional tickets for accompanying persons may be purchased through the DASAIM Congress Organizer.

Reimbursement form

The official Reimbursement form should be used for any reimbursement requirements. The original receipts should be forwarded together with the signed reimbursement form. The reimbursement form is available at the website www.dasaim.dk or from the DASAIM secretariat at email sekretariat@dasaim.dk

Expenses justifying reimbursement will be dealt with by the secretariat at the congress center or should be sent to the secretariat for reimbursement after the congress. Reimbursement requirements should be forwarded no later than 3 months after the congress.

The secretariat and the treasurer will deal with expenses justifying reimbursement.

Any additional reimbursement requests not covered by the congress policy should be submitted to the DASAIM Secretariat as early as possibly.

Accommodation

The invitee is entitled to a maximum of 3 nights at the congress-designated hotel. The cost of accommodation will be covered by the DASAIM Congress Account. Additional hotel nights are at the expense of the invited person and are payable directly to the DASAIM Congress Organizer.



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Travel expenses

Travel expenses will be reimbursed according to the conditions below.

Airfares is booked by the invitee.

- The reimbursed amount for airfares will be the value of the cheapest available fare at the time of reservation, and all flights will be arranged on this basis. No payment will be required when your flight is booked per this procedure. Please refer to the “Travel Reimbursement Policy”* if you choose to book your own flight.
- Rail ticket refunds cannot exceed the equivalent of the cheapest available airfare from the relevant country/city.
- Use of personal car: Miles will be reimbursed in accordance with Danish tax rules but refunds cannot exceed the cost of the equivalent cheapest available airfare from the relevant city.
- A maximum of 100 Euro will be reimbursed towards costs related to Land Transport Allowance (public transport/parking/taxi between your residence, the airport/station and your hotel).

Accompanying person

The registration fee for an accompanying person for the congress and/or for the Gala Dinner can be arranged but is at the expense of the invited person. Please contact the DASAIM Secretariat for practical arrangements.

Questions and concerns

Please contact the secretariat for any help or questions concerning travel, accommodation, reimbursement and accompanying persons not covered by this guidance.

Freddy Lippert, Treasurer

Danish Society of Anesthesiology and Intensive Care Medicine

November 2004