

Declaration regulations Nijmeegse Studenten Honoursvereniging

As of September 1st 2020 (to say: September first, two thousand and twenty two), the declaration regulations of the Nijmeegse Studenten Honoursvereniging (henceforth to be known as: NSHV) below will come into effect.

- The board and committee members are authorized to declare expenses that were made on behalf of the association.
- The expenses that are eligible for declaration are listed below. The declaration form states the categories these expenses fall under.

General:

- Office supplies
- Printing
- Postage

Committee-activities

- Decorations
- Materials for the activity
- Gifts for guest-speakers
- Food and drinks
- Admission tickets

Specifically for the Trip Committee:

- Expenses for public transport
 - Food and drinks
 - Admission tickets
 - Gifts for guest-speakers
- In the case that the incurred expenses cannot be categorized under one of these items, this needs to be clarified further on the declaration form.
 - The incurred costs can be declared by filling out the declaration form, to be found on www.nshv.nl, correctly and completely according to truth, and sending this to the treasurer.
 - The maximum amount of expenses to declare at once is €200,- (to say: two hundred euros). If a committee member wants to declare an expense that surpasses this limit, this needs to be discussed with and agreed upon by the board before the incurrence of the expense. In the case that the board feels that there is sufficient reason to surpass this limit, a one-time exceedance of the limit is allowed.
 - The incurred expenses will only be reimbursed if the corresponding evidence is supplied (i.e. a receipt or invoice). Only showing a bank statement is not enough.
 - The deadline for declaring expenses is 30 days (to say: thirty days) after the corresponding activity takes place.
 - In the case that the incurred expenses are not directly associated with an activity, they should be declared within 30 days (to say thirty days) after the expense took place.

- The correctly and completely filled out declaration form should be emailed to penningmeester@nshv.nl .
- The submitted declaration form will be subjected to the treasurer's judgement to check its legitimacy.
- In the case that the treasurer doubts the legitimacy of the declaration, they will make this known within 2 weeks (to say: two weeks).
- In the case that the treasurer rejects the declaration, the committee member can submit a corrected declaration form. The deadline of 30 days (to say: thirty days) will start again after rejection.
- The committee member can also object to a rejection of a declaration. This objection should be announced within 2 weeks (to say: two weeks) after the rejection. The board will then check the legitimacy of the declaration together and announce her findings within 2 weeks (to say: two weeks).
- In the case that the expenses are not declared within 30 days (to say: thirty days), the board will decide on whether the expenses will be reimbursed. This will only occur in the case of special circumstances.
- The declared expenses will be reimbursed to the specified bank account within 2 weeks (to say: two weeks) after the declaration.
- Under special circumstances, also members and (alumnus)donors of the association that are not a committee or board member can declare expenses. Instances like this should always be discussed upfront with the board. If the board agrees with the committee that members and (alumnus)donors should be able to declare expenses, they are allowed to do so (either through the treasurer of the committee, or directly to the treasurer; this will be decided upon by the board).
- Where these declaration regulations do not provide, the board will decide.