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## **The Student Union of the University of Eastern Finland**

### **The Travel Regulations of the Student Union of the University of Eastern Finland**

*The Executive Board accepted on the 1<sup>st</sup> of September 2010*

*The Representative Council accepted on the 30<sup>th</sup> of October 2010*

#### Section 1

Official and elected official of the Student Union of the University of Eastern Finland and another person making an official travel of the Student Union shall be liable to choose that kind of itinerary and a way of travel, that the cost for the Student Union, caused by the travel, are as small as possible.

In exceptional cases, when travelling is urgent or the saving of time with another means of transportation is significant, a representative may use another way of travel than the cheapest one, by a separate decision of the Executive Board or the Secretary General.

#### Section 2

Travel expenses shall be compensated from a second class seat when travelling on a railway and from a third class or a tourist class seat when travelling in a ship.

If a representative travels with a passenger car, the travel expense shall be paid on the grounds of the instructions accepted by the Tax Administration. Exceptionally from the travels between offices of the Student Union of the University of Eastern Finland, of which the Executive Board shall make each year a separate decision. In case the decision is not being made, the earlier made decision of the Executive Board shall stay in force.

#### Section 4

Travel invoice shall be submitted itemised within 14 days after the travel, for the Secretary General of the Student Union.

Travel invoice shall be accepted by the Secretary General and in controversial cases, by the Executive Board. Travel invoice of the Secretary General shall be accepted by the Chairperson of the Executive Board.

#### Section 5

Per diem shall be defined on the grounds of the instructions accepted by the Tax Administration. Exceptionally from the travels between offices of the Student Union of the University of Eastern Finland, of which the Executive Board shall make each year a separate decision. In case the decision is not being made, the earlier made decision of the Executive Board shall stay in force.

## Section 6

From amending or supplementing these Regulations shall be decided by the Representative Council of the Student Union, by a simple majority of votes.