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## **Procedure for Reimbursement of Expenses Arising from Learners' Study Activities and Representation of the Academy**

### **1. General Provisions**

- 1.1. This procedure regulates the reimbursement of expenses arising from learners' study activities and representation of the Academy (travel, accommodation, and other expenses) by the Estonian Aviation Academy (hereinafter the *Academy*).
- 1.2. Travel and accommodation expenses related to the completion of domestic practical training may be reimbursed in exceptional cases by reason of economic difficulties of the learner's household on the basis of a substantiated application, which is submitted to the academic structural unit of the respective study programme at least 15 working days before the start of the practical training period along with documents proving economic difficulties of the household. The academic structural unit refers the application to the Vice Rector for Education no later than 5 working days before the start of practical training, in order for a decision to be made. (*Entry into force 01.09.2022*)
- 1.3. Reimbursement of expenses is subject to the availability of financial resources and prior agreement with the head of structural unit.

### **2. Expenses to be reimbursed**

#### **2.1. Travel expenses**

- 2.1.1. The Academy reimburses the learner's expenses arising from the use of public or personal transport for travelling from the location of the Academy to the destination the learner has been sent by the Academy with regard to study activities or representation, and back from the destination (hereinafter *travel expenses*) as follows:
  - a) the maximum limit for the reimbursement of fuel costs is 8 litres per 100 kilometres, provided that at least two learners travel in one car. (*Entry into force 31.08.2022*)
  - b) If fewer than two learners travel in one car, expenses of the person travelling are reimbursed to the extent that corresponds to the cost of journey from the Academy to the destination by public transport. (*Entry into force 31.08.2022*)
- 2.1.2. If the point of departure to the destination is elsewhere or after the achievement of the purpose of the trip the journey from the destination ends elsewhere, the Academy reimburses travel expenses as follows:
  - a) if actual travel expenses are lower than the cost of journey from the Academy to the destination by public transport, travel expenses are reimbursed in full on the basis of respective payment documents;
  - b) if actual travel expenses exceed the cost of journey from the Academy to the destination by public transport, travel expenses are reimbursed to the extent corresponding to the cost of journey from the Academy to the destination by corresponding transport mode;

- c) the maximum limit for reimbursement of fuel costs is 8 litres per 100 kilometres, provided that at least two learners travel in one car;
- d) if fewer than two learners travel in one car, expenses of the person travelling are reimbursed to the extent corresponding to the cost of journey from the Academy to the destination by public transport.

2.1.3. Urban transport costs are not reimbursed. By way of exception, reimbursement of urban transport costs incurred outside the Republic of Estonia may be requested to a substantiated extent under other expenses.

## **2.2. Accommodation expenses**

2.2.1. The Academy reimburses accommodation expenses arising from the learner's study activities or representation of the Academy if accommodation is needed and justified, and the Academy has not provided the learner with accommodation.

2.2.2. *(Repealed 18.02.2022)*

2.2.3. If the Academy does not provide accommodation and it has to be found by the learner on their own, the amount to be reimbursed to the learner is up to 45 EUR per night, or up to 120 EUR per night in the case of more than one week of continuous accommodation. *(Entry into force 31.08.2022)*

## **2.3. Other expenses**

2.3.1. In exceptional cases, the Academy may reimburse other expenses related to the learner's study activities or representation of the Academy if the expenses are necessary, substantiated and unavoidable and in the light of all the circumstances, the learner cannot be expected to cover these expenses.

## **3. Applications for reimbursement**

3.1. Before leaving for the destination, the learner coordinates the potential application for reimbursement of expenses by registering the purpose, time and destination of the trip with the Academy's structural unit specified below in clause 3.6. Expenses arising from trips taken without prior approval are not reimbursed.

3.2. For reimbursement of expenses, the learner submits an application within five (5) working days after the end of the relevant activity related to studies or representation of the Academy.

3.3. Supporting documents related to the expenses (public transport tickets, fuel receipts/invoices, accommodation invoice, lease agreement, payment order, etc.) are to be attached to the application. Documents for expense reimbursement are accepted if the date of expense reflected in the document is supported by the period of travel.

3.4. Public transport travel expenses for the journey to the destination may be incurred on the first day of an activity, or on the working day immediately preceding the start of the activity. Public transport travel expense for the journey back from the destination may be incurred on the last day of an activity, or at least on the next working day after the end of the activity.

3.5. If a personal car is used, fuel costs are reimbursed if they are incurred up to two (2) days before the start of an activity reported as the purpose of the journey, during such activity, or up to two (2) days after the end of the activity.

3.6. Applications are submitted as follows:

3.6.1. for reimbursement of expenses related to study activities, the application is submitted by the learner completing a study programme to the respective academic structural unit;

3.6.2. for reimbursement of expenses related to the representation of the Academy, the application is submitted to the Department of Marketing and Communication.

3.7. The employee responsible for the organisation of studies in the structural unit or the Head of the Department of Marketing and Communication verifies whether the expenses are substantiated and payment documents comply with requirements, and:

3.7.1. fills in a payment order on the self-service portal of state employees if the documents comply with requirements;

- 3.7.2. returns the documents that do not comply with requirements to the submitter.
- 3.8. The payment order is coordinated with the head of the structural unit and thereafter, with the Head of Finance, and approved by the Rector or a person authorised by the Rector.
- 3.9. Expenses are reimbursed by bank transfer to the account specified in the application within five (5) working days after the approval of the payment order.

#### **4. Implementing provisions**

- 4.1. This procedure repeals the *Procedure for Reimbursement of Expenses Arising from Students' Study Activities and Representation of the Academy* approved by the Council resolution of 5 May 2009 (minutes No. 1-4/4) (amended by the Council resolution of 4 April 2011 (minutes No. 1-4/4), Council resolution of 8 November 2011 (minutes No. 1-4/12), resolution of 26 April 2013 (minutes No. 1-4/8), resolution of 20 September 2019 (minutes No. 1-4/33)).