

Travel and Accommodation Policy

A document summarising the policy of ADEE with regards to the travel of ADEE Board, Staff and nominees on ADEE business

Association for Dental Education in Europe (ADEE)

Travel and Accommodation Policy

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Section One: About ADEE and funding

The Association for Dental Education in Europe (ADEE) was founded in 1975 as an independent European organisation representing academic dentistry and the community of dental educators. Since then, ADEE has played an important role by enhancing the quality of education, advancing the professional development of dental educators and supporting research in education and training of oral health personnel.

ADEE brings together a broad-based membership across Europe comprised of dental schools, specialist societies and national associations concerned with dental education. The main object for which the Association for Dental Education in Europe is established is for the advancement of education and the promotion of the highest levels of health care for all people of Europe through its influence on the education and training of dental personnel.

ADEE is committed to the advancement of the highest level of health care for all people of Europe through its mission statements:

- To promote the advancement and foster convergence towards high standards of dental education.
- To promote and help to co-ordinate peer review and quality assurance in dental education and training.
- To promote the development of assessment and examination methods
- To promote exchange of staff, students and programmes.
- To disseminate knowledge and understanding on education.
- To provide a European link with other bodies concerned with education, particularly dental education.

ADEE members are European university dental schools, specialist societies or other national dental bodies concerned with or related to dental education. ADEE's sole funding source of regular income is generated by membership fees and partnership subscriptions. It is important that such funds are managed prudently and the best value for expenditure is secured. It is also important that any funds expended are done so in order to achieve the Associations aims and objective.

Section Two: Travel and Accommodation

ADEE is a European Association and as such travel and accommodation is a key part of expenditure for ADEE business. ADEE Board members and those nominated to represent ADEE do so, on a voluntary basis, committing substantial amounts of time to ADEE. It is therefore important that their travel and accommodation is safe, comfortable and paid for by ADEE. The purpose of this document is to set out in a transparent manner the means by which ADEE travel is managed and approved. Such expenditure has a predetermined budget.

Section Three: Travel automatically arranged by ADEE office

The ADEE office will source travel options for all ADEE arranged meetings as a matter of course. It will also arrange travel for those designated by the ADEE Board to represent ADEE at none ADEE arranged meetings and school visits.

Regular Air travel

This travel is pre-planned and the ADEE office is made aware of this well in advance. Examples include the regular Board face to face meetings, annual conference, , School visits, representing ADEE at CED and other stakeholder meetings.

In organising such travel the ADEE office follows the following principles;

1. Departure will be arranged from your closest airport
2. Air travel within Europe will be in economy class
3. Where possible direct non-stop flights will be arranged (where this is not possible the most direct and most economical route will be explored)
4. Longer distance flights (trans-Atlantic and trans continental) will be provided in Premium Economy where budget permits
5. So as to get best value for travel rates. bookings will be made between 4 to 8 weeks (but at least 4 weeks) in advance of travel
6. For day return or single overnight travel no checked baggage will be included in your booking, under seat bag only.
7. For stays over 2 nights a single 10Kg carry on will be booked
8. For stays of 3 nights or more a checked in bag will be booked
9. Individual airline preferences will not be guaranteed, and low cost carriers will also be used

Each individual is responsible for ensuring:

1. They hold the relevant travel documents to allow travel (including visa where required)
2. Passports are up to date and have at least six months life following scheduled return date
3. They have appropriate travel insurances for their travel
4. They have an up to date European Health Insurance Card
5. They arrive at the airport on time so as to make scheduled departures
6. They keep all public transport receipts so they can claim travel to and from airport

Exceptional Air travel

In some instances air travel is required at short notice. In this instance all travel must be approved by the Treasurer and President before the ADEE office can purchase accommodation. Once notified the ADEE office will source options and provide costings to the Officers for approval.

Section Four: Accommodation automatically arranged by ADEE office

The ADEE office will source accommodation for all ADEE arranged meetings as a matter of course. It will also arrange accommodation for those designated by the ADEE Board to represent ADEE at none ADEE arranged meetings and school visits.

Regular Accommodation

This type of accommodation is pre-planned and the ADEE office is made aware of this well in advance. Examples include the regular Board meetings, annual conference, School visits, representing ADEE at stakeholder meetings.

In organising such accommodation the ADEE office follows the following principles;

1. Bookings are made at least 4 weeks in advance and are prepaid so as to secure the most economical rate – this usually means they are not changeable or refundable
2. Accommodation will be in mid-range hotels 3 to 4 star depending on location
3. Breakfast is included in your booking where available and paid for by ADEE
4. Wi-Fi is paid for by ADEE
5. All room taxes are covered by ADEE
6. In some instances you may need to pay a tourist tax on arrival or departure, please ensure you get receipts if you wish to claim this back

It is important to note that although such accommodation will be prepaid by ADEE individuals may still be required to present a credit card to guarantee room changes.

Each individual is responsible for:

1. Personal use from mini bar, Use of hotel telephone etc.
2. Any other room charges

Exceptional Accommodation

In some instances accommodation is required at short notice. In this instance all accommodation must be approved by the Treasurer and President before the ADEE office can purchase flights. Once notified the ADEE office will source options and provide costings to the Officers for approval. This booking will be at the lowest possible room rate and will be prepaid and unchangeable. Proximity to the meeting venue cannot be guaranteed for such bookings.

Section Five: Other travel and expenses

As a general rule if the an ADEE staff member is traveling party they will may payments for Taxi, Public Transport etc. using the ADEE credit card. They will also pay for any meals etc.

All such expenditure is receipted in full and returned and accounted through the ADEE's expenses online system by the card holder.

Should the office not be in attendance then each individual will be responsible for:

1. Payment of their own expense (taxi, public transport, meals)
2. Ensuring they collect a receipt for all ADEE related transactions
3. Ensuring a completed expenses claim is completed and returned to ADEE office no later than the end of the month following expenses
4. Providing details for electronic funds transfers to ADEE, this includes:
 - a. Name on account
 - b. Address
 - c. Name of Bank
 - d. Address of Branch
 - e. Sort Code/BIC
 - f. IBAN

Receipts can be scanned and emailed to administrator@adee.org for payment. In reviewing receipts the ADEE office will refer any larger/unusual receipts to the treasurer for approval.

In deciding on travel and subsistence options, the following principles should be followed:

- Where possible use public transport options (metro, rail, bus etc)
- A daily food allowance up to a maximum of €50 is considered a suitable allowance in most regions, however there is some flexibility depending on country specifics – note however all expense must be receipted
- ADEE will not cover receipts with alcohol listed on same
- Tips or gratuities are at your own personal discretion and are not reclaimable
- You are reminded that if you reclaim an expense from ADEE, this should not be reclaimed elsewhere

Finally, ADEE Board and staff are required to annually complete the next of kin contact form.



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Advancing Education
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