

Proposal for a refund scheme:

To support Munika members in their strive to attend MUNs I suggest we introduce a clear and transparent refund scheme. This is just a first draft and I would love to discuss it in depth and hear your thoughts on it. My idea is:

1. You fill out the form. At the bottom it says total. The total is:
 $15\text{€} * (\text{number of nights of the conference}) + \text{travel cost} + \text{delegate fee}$
 - a. If there are other costs you would love to add to this, you can state so in the bottom area. It is then the discretion of the board to decide if the costs are reasonable and should be added to the total.
 - b. There should be bills attached to the form with the respective costs on them.
2. At the end of the semester there will be a deadline until when the forms must be submitted.
3. The board then decides on a budget to be distributed among members.
4. If the total amount of money claimed by members exceeds the budget set by the board the money will be divided equally.

Example: John, Maggie and Tom went to a conference from 14th to 17th of June in Madrid. The delegate fee was 50€. Total = $3 (\text{number of nights}) * 15\text{€} + 150\text{€} (\text{travel}) + 50\text{€} \text{ delegate fee} = 245\text{€ p.p.}$

The board only has 490€ to spend so John, Maggie and Tom each get $(2/3)*245\text{€}$. Makes sense, right?



1.

Munika e.V.

Conference Assets Subsidizing Handle (CASH)

Name: _____

Name of Conference: _____

Dates of Conference: _____ to _____ # nights (_____)
(Funds allocated are 15€ per night of the conference)

Bank Details:

Name of Bank: _____

IBAN: _____

BIC: _____

Where did your conference take place?

<input type="checkbox"/>	Baden-Württemberg (+20€)
<input type="checkbox"/>	Germany (+60€)
<input type="checkbox"/>	Europe (+150€)
<input type="checkbox"/>	World (+350€)

Delegate Fee: _____ €

What was your role at the conference

<input type="checkbox"/>	Delegate of _____ in _____
<input type="checkbox"/>	Chair in _____
<input type="checkbox"/>	Other _____

Other expenses:

_____ €

_____ €

Total: _____ €

Anything else we should know?

Signature _____

Granted _____ €