Costs reimbursement

You selflessly devote yourself to being a volunteer. You will therefore not receive any remuneration for your effort. Evidently, you do not have to bear any of the costs incurred when carrying out your tasks. The Red Cross pays for these expenses, according to the rules in the coordinated budget fees and in agreement with your Chairperson.

This document describes the steps you should follow to claim the costs made for transport, meals, communication and materials necessary to do your volunteering.

Whenever possible, you should make use of the material and infrastructure already present at the Red Cross (phones, computers, printers etc.).

Get permission first:

If you want to receive reimbursement for the expenses necessary to do your volunteering, before you spend the money - always ask permission from your local chairperson, local secretary or manager beforehand. Are you in doubt about a certain cost or do you have a question? Always consult with your contact person first!

In short:

1.Choose your reimbursement system

2.Check if your bank account number is correct

3.Follow the instructions below to claim your costs

4.Validate your costs

5.Hand over the original ticket(s)

For instructions and explanations in Dutch, check out the volunteer website:
https://mijn.rodekruis.be/vrijwilligers/nuttige-info/kostenvergoedingen/

A. Choose your reimbursement system

First, you have to choose a reimbursement systems (pick one of the 2 options):

- Proven costs (bewezen): You can declare the transport costs you made to do your volunteering. You can only declare costs if you have proof (bus/train ticket(s) or if you note specifically how many KM you have driven if you've used your own car). If you needed to pay for parking, you can claim the costs if you can hand over a ticket. All original tickets should be given to the local Chairperson, local secretary, or Manager. You need to save a proof of these costs during a period of 7 years to show to a tax officer when needed.
- Fixed-rate compensation (forfaitair): This system allows you to claim a fixed amount per day. Make sure you don't exceed the maximum daily or yearly amount, otherwise you might have to pay

taxes on the reimbursements. The maximum amounts to claim per day / year are determined by law. You only have to save the tickets of transportation costs as proof, but there's no need to save other tickets (e.g. for meals). However, the Red Cross may always ask you to proof your costs and require you to send in your tickets. Claiming parking costs is not allowed in this system.

On the registration form for new volunteers you can indicate what type of system you would like to use.

N.B. If you also volunteer for other organizations, you have to pick the same system for all organizations. Also, you can only switch between systems at the beginning of the year (1st of January).

B. Before you start

I. Permission

If you intend to spend money for your volunteering and you would like to have these costs covered, always ask permission BEFOREHAND from your local Chairperson, local secretary or Manager. In general, all travel costs made to come to the place where you do your volunteer work or attend a training are covered.

II. Make a login to all Red Cross Volunteer systems

To log in to any Red Cross online system (volunteer website, ACT, CRM, etc.) you need a username and password. You can check if your account works at https://aanmelden.rodekruis.be/

If you already have an account for one system, you can also use this login for the other systems. Just fill in your username (gebruikersnaam) and password (wachtwoord) and continue the login.

Je hebt al een gebruikersnaam

Heb je eerder al een gebruikersnaam en wachtwoord aangemaakt voor deze website, voor Act of CRM ? Meld je dan hieronder aan met deze gegevens

Gebruikersnaam

Wachtwoord

☐ Gebruikersnaam onthouden

Aanmelden

‣ Ik ben mijn gebruikersnaam vergeten
‣ Ik ben mijn wachtwoord vergeten
‣ Ik wil mijn wachtwoord wijzigen
‣ Help

Are you logging in for the first time? Then you'll need to create a login.

A. First look up your Red Cross number (Rode Kruisnummer), you'll find this on your badge:

B. Then click on 1. 'Beveiligingscode aanvragen' to make a security code. Fill in your Red Cross number and retype the text shown in the boxes. Click on 'Beveiligingscode aanvragen'. You'll receive an email with the security code.

C. Go back to https://aanmelden.rodekruis.be/ and look at the text 'Je hebt nog geen gebruikersnaam'. Fill in your Red Cross number (Rode Kruisnummer). and the security code (Beveiligingscode).

D. Click on 4. 'Gebruikersnaam aanvragen' to create a username.

E. You can choose your own username (kies je gebruikersnaam) and password (kies je wachtwoord) + password confirmation (bevestig je gekozen wachtwoord) The username has to be at least 5 and maximum 40 characters. The password needs to be between 6 and 20 characters and contain letters,
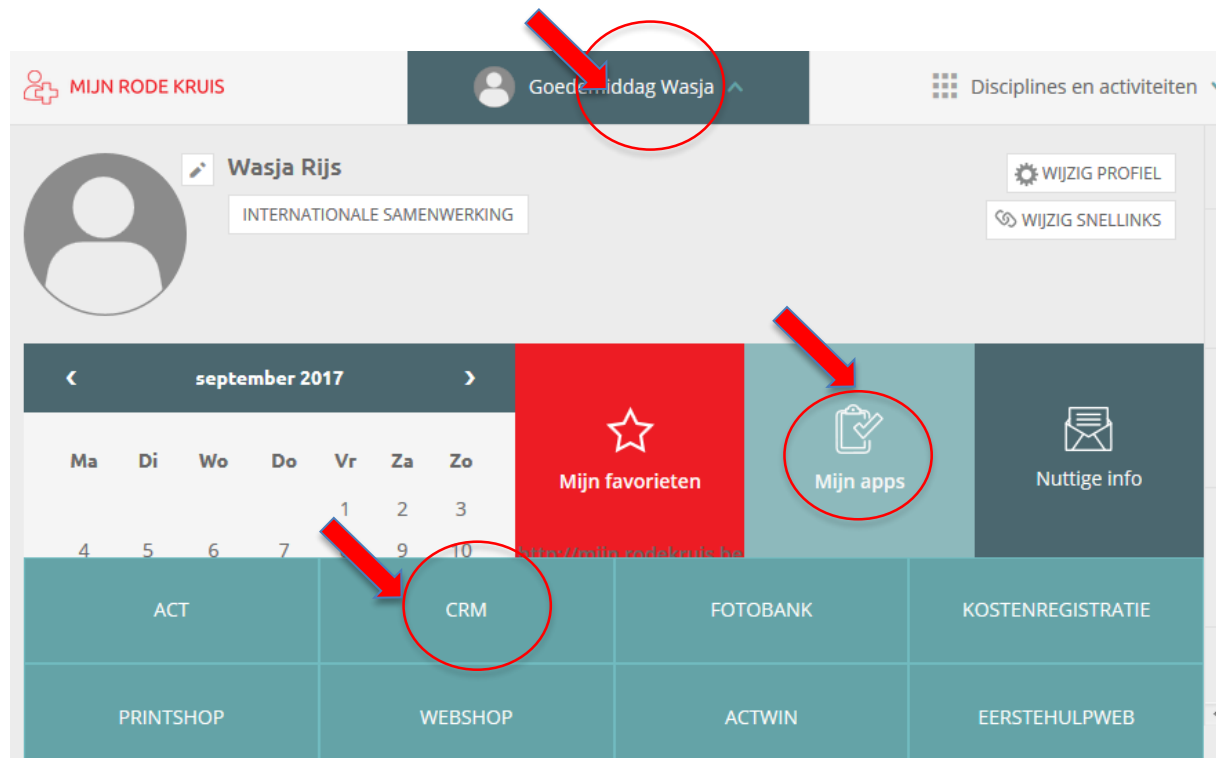
numbers and special characters. It is advised to use both CAPITALS as small letters. Click on 'Sla mijn gebruikersnaam en wachtwoord op' to confirm and save the details'.

Please remember your password and username. You'll need these to log in to the cost application or any other RC online application.

III. Check your bank account number

1. Go to CRM via the volunteer website (https://mijn.rodekruis.be)

2. Log in with your Red Cross username and password.

3. Click on 'Mijn profile aanpassen' and check your personal details (including your financial information or 'bankrekeningnummer'). If your back information is in order, continue to the next step.

C. How to claim your cost

Once you've got your login ready and you've received permission to claim your cost, you can log in to the online cost application.

1. Open the cost application at http://kosten.rodekruis.be or via the volunteer website -> 'goedendag [name] -> 'mijn apps' -> kostenregistratie -> inloggen kostenapplicatie.
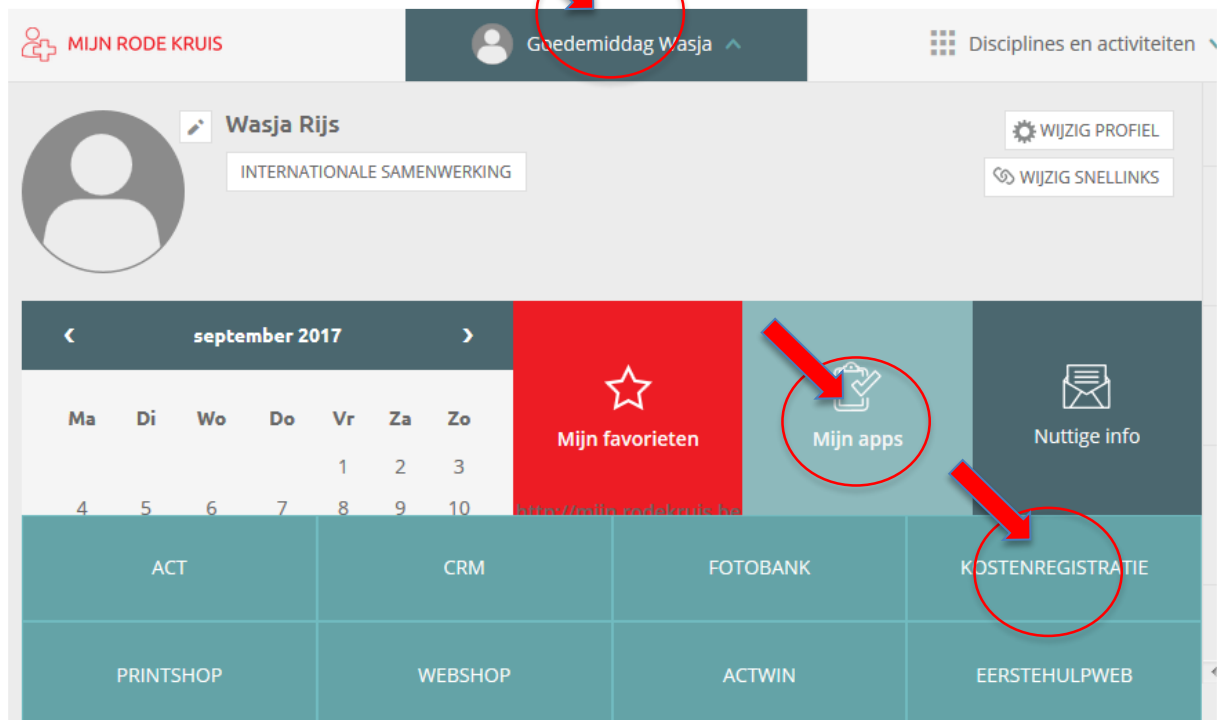
2. The first time you log in, you are asked to accept a privacy declaration. Click on 'Ik accepteer' to accept.

Privacy verklaring

In het kader van deze applicatie zal Rode Kruis-Vlaanderen informatie aan de vrijwilliger bekendmaken. Deze informatie heeft betrekking op zowel de activiteiten van Rode Kruis-Vlaanderen als de relaties van Rode Kruis-Vlaanderen met haar klanten, vrijwilligers, personeel, als met derden in het algemeen.

De vrijwilliger erkent dat deze informatie aangaande de activiteiten van Rode Kruis-Vlaanderen, strikt vertrouwelijk is en een volstrekt geheim karakter heeft, en bijgevolg voor Rode Kruis-Vlaanderen een waardevolle, speciale en unieke betekenis heeft.

De vrijwilliger verbindt er zich toe alle vertrouwelijke informatie, ongeacht hun belang, en waarvan hij kennis heeft gekregen in de loop van zijn activiteiten bij Rode Kruis-Vlaanderen, niet zonder voorafgaande uitdrukkelijke toestemming van Rode Kruis-Vlaanderen, aan het personeel van Rode Kruis-Vlaanderen, andere vrijwilligers van Rode Kruis-Vlaanderen noch aan derden bekend te maken, en voor geen andere doeleinden te gebruiken dan het volbrengen van de activiteiten van de vrijwilliger voor Rode Kruis-Vlaanderen. Deze bepalingen gelden zowel tijdens de periode waarin de vrijwilliger zijn activiteiten voor Rode Kruis-Vlaanderen uitoefent, als na de beëindiging hiervan.

Op de dag van de beëindiging van de activiteiten door de vrijwilliger bij Rode Kruis-Vlaanderen, en dit ongeacht de reden, alsook op ieder ogenblik en op het eerste verzoek van Rode Kruis-Vlaanderen gedurende de periode van uitvoering van

| Ik accepteer | | Ik weiger |

3. If you haven't chosen a reimbursement system yet, this message will appear. First, you have to request for your reimbursement system of choice to be registered.

Opgelet

⚠️ **Opgelet**

Uw keuze van kostensysteem is nog niet gekend. Meer informatie om dit in orde te brengen kan u hier terugvinden.

Ok

4. In the cost application, you can claim your own costs. On the left of the screen you'll find this list.

Click on 'Kosten' (Costs) and go to the screen 'Overzicht kosten' (Cost overview). You can add a cost to claim by clicking on the icon behind the type of cost you want to claim (Verplaatsing = transport; Maaltijd = meal, Communicatie = communication cost).

Overzicht kosten 2012 (forfaitair)

VIVIANE

Vergoedingstype	Ingegeven	Verwerkt	Totaal	
Verplaatsing	€ 192,73	€ 51,93	€ 244,66	
Maaltijd	€ 5,00	€ 19,00	€ 24,00	
Communicatie	€ 18,00	€ 18,00	€ 36,00	
Ongevallensim.	€ 4,00	€ 15,00	€ 19,00	
Amb. en dispatchers	€ 7,44	€ 7,44	€ 14,88	
Totaal	€ 227,17	€ 111,37	€ 338,54	

5. To add a cost to claim, the following screen will open:

Fill in the following details to claim your costs:

o Select: Bet. Entiteit (paying department or entity)

o Type: KM or Anders (Other, for public transport)

o Datum (date): Fill in the date you travelled to do the volunteer work

o Reden (reason): Clear and short description of the type of volunteer work you did that day

o Van /naar (from / to): Fill in the city of departure (e.g. from home or school) – place where you did the volunteering – and again the city of departure. Example: Gent – Mechelen – Gent

o Number of KM if you've came by car or the costs for public transport.

o Projectcode: only for specific projects

o To save: click on Bewaar (save).

6. The final step is to validate your cost.

Once you've declared your costs, you have to validate your costs. This is as an extra check, instead of the signature you sign on paper form.

Note: if you don't validate, we cannot check or approve your costs and thus you will not receive any reimbursement until you've validated!

To validate click on Te valideren kosten (costs to validate) in the menu left on the screen.

This will bring you to the following screen, which lists all the costs you've just filled in:

o Check if all the costs are correct or adjust if you have to by clicking on the icons.

o If all is correct, click on the boxes

o To validate: fill in your password ('herhaal wachtwoord') and click on Valideer kosten (validate costs).

The small text in red translate as: By validation you declare to have filled in the correct details, that are complete and correspondent with the cost you've made. You agree with that this online validation replaces your signature on a paper form.

Please note that you cannot adjust a validated cost. You can, however, still delete a row of claimed costs, until your claimed costs are processed (by clicking on the garbage can). If costs are not yet validated, the message 'Er zijn nog niet-gevalideerde kosten voor (JAAR)' (there are unvalidated costs for (YEAR)) will appear. You have until the 15th of January in the following year to validate these costs.

D. Hand over original tickets

Please deliver all original tickets / proofs of payment of all the costs you have a tickets to your local Chairperson, local secretary or Manager.. Without proof, we cannot approve the cost you've claimed. If

you came by car, you don't need to provide any proof, since we can just calculate the KM. Only original tickets serve as proof!

When?

Don't wait too long to claim your costs and hand over the tickets. Try to do this regularly and to hand these in no later than 2 months after your volunteer work.

Submit the form before 15 January of the following year. The Red Cross will then reimburse you for the incurred expenses as previously agreed. After 15 January of the following year, reimbursements forms from the previous year will no longer be accepted.