

# REGULATION ON REIMBURSEMENT OF PROCUREMENT AND TRAVEL EXPENSES

ASSOCIATION FOR  
ACCESS TO FAIR TRIAL



**ASSOCIATION FOR ACCESS TO FAIR  
TRIAL**

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PROCUREMENT AND TRAVEL  
EXPENSES**

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# REGULATION ON REIMBURSEMENT OF PROCUREMENT AND TRAVEL EXPENSES

## 1. Purpose and Scope

This regulation has been prepared to define the general principles, procedures, responsibilities and process to be applied in the procurement of goods and services and to cover the travel expenses of persons appointed by the Association for Access to the Right to a Fair Trial (AYHED). This regulation applies to all official members, association bodies, employees, volunteers and volunteers or experts commissioned by AYHED, as well as persons participating in events organized by AYHED and whose expenses are covered by AYHED.

The upper and lower limits of expenditures in this regulation are determined by the Board of Directors in December each year to be implemented in the following fiscal year and/or as needed. In the entire process of procurement of products or services, maximum compliance with the following shall be ensured:

- Relevant provisions of law
- Association statute
- If the procurement takes place within the framework of a project, the funder's rules
- The rules of this regulation

In cases of conflict, the law, the association's statutes and grant conditions take precedence. Purchases for projects funded by more than one grant provider must comply with the rules of all funders.

The General Coordinator, the Project Coordinators, the Treasurer and the Chairman of the Board of Directors are fully responsible for the execution of the procurement and travel expenses according to the principles set out in this regulation.

The implementation of this regulation is mandatory for AYHED to be financially transparent and accountable, to prevent conflicts of interest and to ensure the appropriateness of expenditures/expenses.

## 2. General Principles

The following general principles will be followed in the purchase of products and services on behalf of the Association.

### Specifications and Terms of Reference

In the specifications and job descriptions to be prepared for the products/services to be purchased, the technical specifications, quality and warranty conditions for the products, and the necessary specifications for service procurement should be written in a language that is clearly understandable by everyone.

### Specification Job Descriptions Criteria

The technical specifications of the products and the criteria to be used in the job descriptions, and the criteria to be used in the bids will be used in the evaluation process will be objective criteria related to the product/service needed.

## Non-Discrimination and Favorable Conditions for Competition

Quality, technical suitability for the needs, price and payment terms are the main criteria for the purchase of products/services on behalf of the Association. Differences such as the place of production of the product/service and the nationality, gender, gender identity, belief or ethnic origin of the supplier will not affect the purchasing process in any way. Where necessary, criteria to be applied regarding human rights principles such as the use of child labor, etc. will be included in the specifications and job descriptions.

All parties bidding for products and services will be informed in a timely and equal manner, and will have an equal opportunity to win.

### Prevention of Conflict of Interest

In procurements, individuals should not act in a sense of partnership (familial, political, economic, etc.) and should not cause a conflict of interest by maintaining their impartiality and objectivity. In the event that a potential conflict of interest is identified, the parties will be given the right to defend themselves and the relevant contracts will be independently re-evaluated..

### Keeping Clear and Adequate Records

Technical specifications, job descriptions, bids, evaluation forms, contracts and delivery documents (delivery notes, delivery notes) related to each procurement are filed and kept by the relevant personnel.

## 3. Purchase

### Purchase Limits

The price of the product or service to be purchased determines how purchasing transactions will be carried out and which steps will be followed. For long-term products or services to be determined by contract, the relevant transactions are carried out over the total price during the contract period.

<b>Purchase Cost</b>	<b>Form(s) to be filled in</b>	<b>Supplier selection process</b>	<b>Approved by:</b>	<b>Making the Payment</b>
<b>Purchases up to EUR 250</b>	Purchase Request Form or Expenditure Form	Performed by the Project Officer	Project Officer	Invoice
<b>250 . - Up to 2000 Euro Between Acquisitions</b>	Purchase Request Form	Performed by the Project Officer	General Coordinator	Invoice
<b>Acquisitions up to EUR 2.000 - 20.000</b>	Purchase Request Form and Bid Evaluation Form	At least 3 (three) written offers	Treasurer, General Coordinator	Invoice, Contract Offers
<b>Purchases over EUR 20.000</b>	Purchase Request Form	Open Call or Invitation Procedure	President, Treasurer, General Coordinator	Invoice, Contract, Offer evaluation Form

## 1. Approving Manager Control Procedures

Managers will give payment approval by signing the relevant section on the invoice information form. The following steps should be checked before giving this approval.

- Research is carried out on the company from which the purchase will be made in order to check whether it is contrary to the fundamental principles and values of AYHED. Purchases are not made from companies that have been publicly exposed as being against human rights and AYHED's values.
- Is it included in the activity plan of the relevant product or service?
- Have the relevant form(s) been duly prepared in a timely manner (before the purchase is made) according to the price of the purchased product/service and has the manager's approval been obtained?
- Is it necessary to have a contract for products or services? (For payments made to individuals with expense vouchers/receipts, for long-term works requiring installment payments, for high-priced works, contracts must be signed by the parties before the work starts).
- Is the invoice information form filled out completely by the relevant employee? Is the job description, invoice amount, invoice date-institution, person/company issuing the invoice, etc. specified in the attached invoice compatible with all procurement documents?

### **Purchases under EUR 250.**

A Purchase Request Form is filled out and submitted to the General Coordinator for routine recurring purchases such as procurement of office consumables, printing of invoices, income receipts and expense receipts/receipts, maintenance of websites, etc. Price research of the product/service to be purchased is carried out by the Project Officer.

Expenditures made by the personnel with cash etc. payments are transferred to the bank account of the personnel making the expenditure after the approval of the General Coordinator by attaching all relevant expenditure documents to the Expenditure Form. The Expenditure Form for the expenditures made shall be completed by the relevant personnel and submitted to the General Coordinator within 5 (five) business days at the latest. The document of the relevant expenditure is submitted to the General Coordinator by the Project Officer until 13:00 on the Payment Day.

On the first *Payment Day* following the submission of the documents, the General Coordinator forwards them to the Treasurer for payment.

### **Purchases between 250 - 2.000 Euro**

Price research of the product/service to be purchased is conducted by the Project Officer. The Purchase Request Form, which shows the purchase request, justification, relationship with the project action plan and budget status for the product/service whose need is determined, is filled out and submitted to the Treasurer and General Coordinator for approval. After checking that the product/service is received in full and complete, the expenditure documents are submitted by the relevant personnel to the General Coordinator within 5 (five) working days at the latest, together with the item of the project budget. The relevant documents are forwarded by the General Coordinator to the Treasurer for payment on the first Payment Day following the delivery of the documents.

## 2000. - Purchases between 20.000 Euro

For purchases within this limit, a technical specification/job description is prepared by the relevant personnel and the Purchase Request Form is filled out and submitted to the General Coordinator for approval. The General Coordinator obtains approval from the Treasurer for the purchases approved by the General Coordinator. After approval, 3 (three) written offers are received in accordance with the technical specifications/job description and conditions.

The proposals received are evaluated by the relevant staff and the General Coordinator in terms of compliance with the technical specifications/job description and cost, and a Proposal Evaluation Form is prepared. The proposal evaluation form is prepared by the relevant project officer. After the supplier is decided, it is submitted to the approval of the Treasurer. After it is checked that the product/service is received in full and complete, the expenditure documents are submitted to the General Coordinator within 5 (five) business days at the latest together with the Invoice Information Form. The relevant documents are forwarded by the General Coordinator to the Treasurer for payment on the first *Payment Day* following the delivery of the documents.

The following should be considered when requesting an offer:

- The same descriptive technical specifications (specification) are sent to all the companies to be asked for bids, and bids are requested in a way that makes it possible to make comparisons.
- When it comes to purchasing services for events such as training, seminars, meetings, workshops, etc.; after determining the appropriate venues (hotels, guesthouses, meeting halls, etc.) in the place where the event will be held, proposals are requested directly from the companies/organizations related to the venue or from travel agencies that organize seminars, organizations, congresses for the same venues.
- In the offers to be received, in addition to company information, the name of the product / service and its features / scope, quantity / duration, price, delivery method and delivery date, warranty period, required consumables and prices, payment terms should be requested.
- The companies found were selected based on criteria such as the number of years the company has been in operation, production capacity, competence, delivery time, documentation, quality facilities, remoteness, references, prices, operating costs for products, warranty period and technical service facilities. They will be evaluated by taking into consideration. In addition, information such as the company's address, phone number, references, contact information of the relevant personnel who will do the work in the company, etc. are recorded.
- Depending on the nature of the product and service to be purchased, candidate companies can be visited on-site. During this visit, factors such as the functioning of the company, its sensitivity to human rights and customer demands, etc. can be examined and a report can be prepared.
- A Proposal Evaluation Form is filled out by the relevant staff to evaluate the proposals and the reasoned decision is submitted to the General Coordinator for approval. The General Coordinator executes the approval procedure. The product/service is ordered only after approval.
- All kinds of research information, specifications, correspondence with companies, reports, offers received (from both hotels and travel agencies for events such as training, seminars, meetings, workshops, etc.) are forwarded to the General Coordinator to be filed in the price offers file.





### **Acquisitions of EUR 20.000 and above**

Each expenditure costing more than EUR 20.000 shall be made through a tender procedure. Invitation method or open call method can be used for tender. A technical specification/job description is prepared by the relevant personnel and the Purchase Request Form is filled out and submitted for the approval of the General Coordinator and Treasurer. A decision of the Board of Directors is taken for the purchases to be made by tender procedure, and the procedure of the tender is included in the decision.

If the tender is to be held by invitation procedure, at least 3 (three) suitable candidates are determined by conducting a market research, and if it is to be held by open call procedure, it is announced 7 (seven) days in advance on the association's website and / or related places. If there are not enough (at least 3 (three)) applications in accordance with the technical specifications/job description, the announcement period is extended for 3 (three) more days. If there are not enough applications at the end of the extension period, the invitation procedure is reverted to.

### **Contract Preparation and Approval**

For the products and services decided at the end of the evaluation process and approved by the Treasurer, a contract is prepared in accordance with the technical specifications and job description. The relevant personnel and/or the General Coordinator is responsible for the preparation of the contract, the implementation and review of the contract terms. The relevant staff member submits the draft contract to the General Coordinator after taking the opinion of the association lawyer.

In addition to the legal conditions, the duration of the contract, the delivery and payment terms of the product / service<sup>1</sup> and the responsibility of the courts of the place where the headquarters of the association is located in case of dispute are clearly written in the contract. It is essential that payments are made through a bank channel.

If contracts are made with Value Added Tax (VAT) exemption in accordance with the law, this is added as an article to the contract and the VAT exemption certificate is attached to the contract: VAT exemption and a copy of the document is given to the supplier as a basis for invoicing.

For VAT Exempt purchases, the IPA General Communiqué is consulted and a Supplier contract can be prepared within certain limits.

The contract is prepared in two copies by the General Coordinator/Attorney and signed on behalf of the association by the Chairman/Treasurer of the Board of Directors or another board member authorized to sign. If the other party is a legal entity, the authorization certificate (signature circular) of the signatory; if not, the identity document is attached to the contract. For a healthy communication with the institutions or persons who are parties to the contract, the address, e-mail information and telephone numbers are recorded by the relevant personnel making the contract. Regarding the processing of personal data; the disclosure text and consent declaration documents produced by the association within the scope of KVKK are taken as basis. The contract signed by a person who does not have signature authority in the contracted company is not valid.

Contracts are filed with 1 (one) copy at the headquarters of the association; if deemed necessary, "Like Original" approval is obtained from notary offices. In case of renewal of ongoing contracts; the relevant staff is informed before the end of the contract period. The new contract is prepared and signed within 15 (fifteen) days by the person or institution from whom the service is received and delivered to the relevant personnel within this 15 (fifteen) day period.

<sup>1</sup> It is expected to comply with the Payment Day decision determined by AYHED.



## **Ordering the Product/Service, Conformity Check and Acceptance and Payment**

All order transactions are realized after the approval of the Purchase Request Form and/or Offer Evaluation Form.

The product / service subject to the contract is checked by the General Coordinator, Project Officer for compliance with the technical specifications / job description and the conditions in the contract and received with the invoice. The person receiving the goods and services received without checking compliance is responsible for any damages arising from the goods and services received. The price of the product / service is not paid without an invoice.

In return for the purchase, depending on the type of expenditure, the invoice issued in the name of AYHED is received for filing. An expense voucher/receipt is issued for services received from real persons who cannot issue an invoice. The expenditure without an invoice belongs to the person making the purchase.

After the ordered product/service is received in full, the Invoice Information Form and invoice are delivered to the General Coordinator by the relevant personnel within 5 (five) business days at the latest. Invoices without the Invoice Information Form will not be paid as a general rule. In online shopping, payment may be made before the delivery of the product or prepayment may be made to some companies. In such a case, the relevant employee is obliged to ensure that the product/service is received in full, to follow up the invoice and to prepare the Invoice Information Form even after the payment is made.

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### **1. Exercise of the Right of Withdrawal from Contracts**

During the procurement process, if the supplier with whom the contract is signed violates any of the following conditions, the General Coordinator will forward the situation and all relevant documents to the association's lawyer and all legal methods may be applied to protect the rights of the association.

- Compliance with contract terms
- Compliance with technical specifications/job descriptions
- Meeting deadlines
- Compliance with commercial ethics

### **Purchases to be made over the Internet**

For orders placed via the Internet, the printout of the website contract and the product-defined price list are valid as contract and quotation. These printouts must be signed and filed with the full web address and the date of printing. The General Coordinator must be consulted for the validity of invoices submitted via the Internet.

### **1. Covering Travel Expenses**

Eligibility for Reimbursement of Expenses

For the purpose of fulfilling a task assigned by AYHED and with the approval of the competent authority, travel expenses are reimbursed to the following persons on the basis of authentic documentation within the principles written in this document.

- Those who will go to another place on duty (out of/in province)
- Those who will attend conferences, congresses, panels, courses, seminars and similar meetings

- Members of the Board of Directors, Audit Board and AYHED members who are required to make visits due to their duties and regular meetings
- Those who will make visits within AYHED activities
- Persons accompanying the above-mentioned persons due to disability or other legal reasons

No payments will be made for family members or relatives of those who qualify for travel reimbursement.

#### Temporary Assignment Authorization and Approval

For all travels and visits within the scope of AYHED activities, the assignment authority is the direct manager of the employee.

For members of the boards of directors and supervisory boards who are obliged to travel and stay in order to attend ordinary board meetings, the minutes of the board meetings (board resolution) shall replace the confirmation of appointment. Assignments related to other governance bodies shall be made with the decision of the Board of Directors.

### 1. Scope and Amounts of Travel Expenses

#### a. Transportation

In principle, the most affordable means of transportation that is environmentally friendly and does not endanger people's safety should be preferred. Bus, ferry or train should be used for distances up to 6 hours, except in exceptional cases such as health conditions and inability to access other means of transportation.

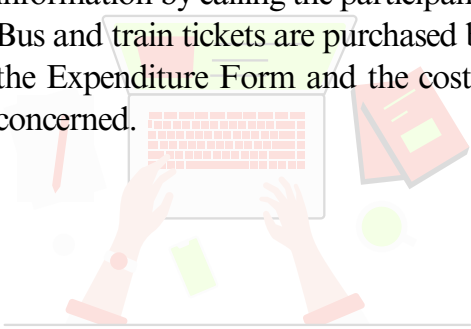
Public transportation and bus station and airport shuttles should be used for urban transportation. The use of taxis for urban transportation is only covered in cases where other alternatives are more expensive (e.g. if the expenditure for 3 people to use the airport shuttle will be more expensive than a taxi) or if the trip is at times that do not allow public transportation, if heavy materials are carried on behalf of AYHED or if there is a security risk. Taxi use must be documented and the necessary explanation must be written on the expense forms. The back of the cash register receipts for taxi and spontaneous expenses must be signed and dated by the person making the payment, stating the reason.

For air travel, discount and economy class tickets should be booked as early as possible. The lowest priced flight tickets will be provided for all individuals, provided that their safety is not jeopardized.

Air tickets for meetings organized on behalf of the organization are purchased by the employee responsible for organizing the event.

As soon as the date of the meeting is known, and preferably at least 1 (one) month prior to the meeting date, the organizer of the event asks the participants via e-mail for their available travel dates and times. In order to avoid any confusion, the participants must submit their travel details via e-mail by the deadline specified in the e-mail. The relevant employee is not obliged to get information by calling the participants by phone.

Bus and train tickets are purchased by the participants and sent to AYHED as an attachment to the Expenditure Form and the cost is deposited into the bank account specified by the person concerned.



### **Accommodation**

The health and safety of persons who have been approved by AYHED for reimbursement of expenses as set out in Article 4.1 is paramount. The choice of accommodation should be the least costly accommodation method that ensures minimum health and safety conditions. In order to reduce costs, where double occupancy rooms are available, this option should be preferred. Other expenses such as hotel room services are not covered by AYHED.

If a group is staying at the hotel for a meeting, a package price search for accommodation, meals, use of the meeting room and coffee breaks will be conducted in accordance with the procurement rules in Article 3.

### **False Declaration**

The amount overpaid to those who make false statements shall be recovered by accruing interest at the relevant PPI rate for the period from the date of payment to the date of repayment. Disciplinary action shall also be taken in this regard.

### **Payment of Expenses**

The expenses incurred shall be paid on the first Payment Day following the delivery of the expenditure form and the documents compliant with this regulation to the General Coordinator.

### **Travel Insurance**

It is ensured that all persons traveling on behalf of AYHED are covered by insurance. If travel insurance is compulsory for visa, no additional insurance is taken out. For domestic travel; if the traveler is covered by health insurance, no additional travel insurance is taken out. The event organizer asks the traveler if he/she has health insurance; if not, travel insurance is taken out.

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## **5. Exceptional Situations**

In cases where the matters specified in this regulation cannot be complied with for various reasons (costs of hosting important guests, exceptional cases where no quotation can be obtained due to time constraints, etc.), the expenditure decision and payment shall be made only with the joint approval of the Treasurer and the General Coordinator. In cases where the signature of the Treasurer and the General Coordinator cannot be obtained immediately, the approval is obtained via e-mail; then the relevant forms are signed and filed.

## **6. Distribution**

This regulation is notified to all staff working in the association as of the date of adoption. The staff to be recruited in the future will be notified on the day they start work.

## **7. Attachments**

Expenditure Form

Purchase Request Form

Bid Evaluation Form

Invoice Information Form

Travel Request Form

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# Adil Yargılanma Hakına Erişim Derneği

## EXPENDITURE FORM

<b>FULL NAME:</b>			
<b>BANK ACCOUNT DETAILS:</b>			
<b>PROJECT NAME/CODE:</b>			
<b>BUDGET CODE:</b>			
<b>DATE/SIGNATURE</b>			
<b>History</b>	<b>Invoice No</b>	<b>Description</b>	<b>Amount</b>
<b>Total:</b>			
<b>Advances Received</b>			
<b>AYHED Creditor/Debtor</b>			
<b>Manager Approval:</b>			
<i>Submit this form to the General Coordinator within 5 (five) working days at the latest.</i>			



# Adil Yargılanma Haklarına Erişim Derneği

## PURCHASE REQUEST FORM



PROJECT FOR WHICH THE PROCUREMENT WILL TAKE PLACE: RELATED BUDGET ITEM CODE:		REQUESTING STAFF:				
		HISTORY:				
Description of the Requested Product/Service:	Activity for which it will be used	Project Budget and Currency: <input type="radio"/> TL <input type="radio"/> EUR <input type="radio"/> USD		Market Research:		Related Company Information:
		Unit Price:	Total Budget:-	Unit Price:	Estimated Cost:	
1						
2						
3						
Project Coordinator: Name and Surname:		General Coordinator: Name and Surname:		Treasurer: Name and Surname:		
Date: .../.../20...		Date: .../.../20...		Date: .../.../20...		
Signature:		Signature:		Signature:		



# Adil Yargılama Hakına Erişim Derneği



## PROPOSAL EVALUATION FORM

**Form Filling Date:**

**Name and Surname of the Employee Completing the Form:**

### OFFERS

RELATED PROJECT ACTIVITY	BUDGET CODE	EXPLANATION	1ST OFFER	2ND OFFER	1. OFFER
<b>SELECTED COMPANY:</b>					
<b>RATIONALE:</b>					
<b>GENERAL COORDINATOR'S APPROVAL:</b> (date and signature):					
<b>APPROVAL OF THE TREASURER:</b> (date and signature):					





# Adil Yargılanma Hakkına Erişim Derneği

## TRAVEL REQUEST FORM

<b>Adı Soyadı:</b>	
<b>Misio:</b>	
<b>Destination:</b>	
<b>Departure and Return Dates:</b>	
<b>Length of Stay:</b> (Number of days and nights to stay)	
<b>Purpose of Travel:</b>	
<b>History:</b>	<b>Signature:</b>
<b>Additional Notes:</b>	

<b>Confirmation:</b>	<b>History:</b>	<b>Signature:</b>
<b>Project Coordinator</b> <b>Name Surname:</b>		



# Adil Yargılanma Hakkına Erişim Derneği

## INVOICE INFORMATION FORM

<b>COMPANY NAME:</b>	
<b>INVOICE NO:</b>	
<b>PROJECT NAME - BUDGET CODE:</b>	
<b>SUBJECT:</b>	
<b>THE ACTIVITY THAT IS THE SUBJECT OF THE WORK:</b>	
<b>WHETHER THE PRODUCT/SERVICE PURCHASED HAS BEEN RECEIVED IN FULL:</b>	
<b>HAS THE DETAIL OF THE INVOICE BEEN CHECKED?</b>	<input type="radio"/> <b>YES</b> <input type="radio"/> <b>NO</b>
<b>DATE AND AMOUNT IF PREPAYMENT HAS BEEN MADE:</b>	
<b>HISTORY:</b>	
<b>NAME AND SURNAME - SIGNATURE:</b>	
<b>NOTES:</b>	





# ASSOCIATION FOR ACCESS TO FAIR TRIAL