

11.10.2024

Travel rules for holders of positions of trust: fees and expenses

Board

The board consists of a chairperson, two vice chairpersons and eight members. As a general rule, the board meets eleven times a year. The meetings are usually held in person with the option of attending remotely.

The chairperson, vice chairpersons and members of the board are paid fees and travel expenses for board meetings as follows:

- the chairperson of the board is paid a monthly fee, a meeting fee, travel expenses and per diems
- the vice chairpersons of the board are paid an annual fee, a meeting fee, travel expenses and per diems
- board members are paid a meeting fee, travel expenses and per diems
- the chairperson and vice chairperson of the representative council have the right to attend and speak at board meetings; they are paid a meeting fee, travel expenses and per diems

Representative council

The representative council has a chairperson, vice chairperson and a number of members in accordance with 14 § of the rules. The representative council assembles, per the rules, twice a year.

The chairperson, vice chairperson and members of the representative council are paid fees and travel expenses for representative council meetings as follows:

- the chairperson of the representative council is paid an annual fee, a meeting fee, travel expenses and per diems
- the vice chairperson of the representative council is paid a meeting fee, travel expenses and per diems
- the other members of the representative council, and vice member if a full member is unable to attend, are paid travel expenses and per diems
- the chairperson, vice chairpersons and members of the board are paid a meeting fee, travel expenses and per diems

Committees

Generally, the committees meet four times a year. Two of the meetings are held in person and two remotely. The committees' chairpersons and members are paid fees and travel expenses as follows:

- the chairpersons of the committees are paid a meeting fee for meetings of their own committee, as well as travel expenses and per diems
- the other members of the committees are paid travel expenses and per diems
- when the chairperson or vice chairpersons and members of the board, the chairperson and vice chairperson of the representative council, or the chairpersons of the committees attend their own committee's meeting, they are paid a meeting fee, travel expenses and per diems

Fees and expenses for attendance of holders of positions of trust in Suomen Yrittäjät events

General assembly

The chairperson, vice chairpersons and members of the board and the chairperson and vice chairperson of the representative council are paid travel expenses and per diems.

Influencer forum

The chairperson, vice chairpersons and members of the board, the chairperson and vice chairperson of the representative council, as well chairpersons of the committees, are paid the attendance fee, travel expenses and per diems. Other holders of positions of trust pay for attendance and their travel themselves. Suomen Yrittäjät does not pay per diems to other holders of positions of trust.

Influencer training sessions

The chairperson, vice chairpersons and members of the board, the chairperson and vice chairperson of the representative council, as well chairpersons of the committees, are paid the attendance fee, travel expenses and per diems. Other holders of positions of trust pay for attendance and their travel themselves. Suomen Yrittäjät does not pay per diems to other holders of positions of trust.

Christmas Porridge and Summer Day

The chairperson and vice chairpersons of the board and the chairperson and vice chairperson of the representative council are paid travel expenses and per diems. Other holders of positions of trust are not paid travel expenses or per diems.

National events (such as National Entrepreneur Days and Municipal Leadership Seminar)

The chairperson and vice chairpersons of the board and the chairperson and vice chairperson of the representative council are paid an attendance fee, travel expenses and per diems. Other holders of positions of trust pay for attendance and their travel themselves. Suomen Yrittäjät does not pay per diems to other holders of positions of trust.

Regional and local events

The chairperson and vice chairpersons of the board and the chairperson and vice chairperson of the representative council are paid travel expenses and per diems if they attend an event as representatives of Suomen Yrittäjät. Representation is agreed beforehand with the chairperson of the board or CEO and President.

Other events

The committees' chairpersons' travel expenses and per diems for events related to the committee are paid by separate agreement with the SY chairperson or CEO.

Suomen Yrittäjät compensates holders of positions of trust for attendance at meetings and events of the national organization as follows:

Board 11 meetings per year

chairperson of the board	monthly fee	meeting fee	travel expenses and per diems		meeting fee paid for all meetings (board, representative council, committee)
2 vice chairpersons	annual fee	meeting fee	travel expenses and per diems		meeting fee paid for all meetings (board, representative council, committee)
8 other board members		Meeting fee	travel expenses and per diems		meeting fee paid for all meetings (board, representative council, committee)

Representative council 2 meetings per year

chairperson of the board	annual fee	meeting fee	travel expenses and per diems	right to attend and speak at meetings	meeting fee paid for board, representative council, committee meetings
vice chairperson		meeting fee	travel expenses and per diems	right to attend and speak at meetings	meeting fee paid for board, representative council, committee meetings
members			travel expenses and per diems		no meeting fee

Committees 4 meetings per year

chairperson of the board		meeting fee	travel expenses and per diems		fee only paid for meeting of own committee
members			travel expenses and per diems		no meeting fee

Fees for holders of positions of trust

	monthly fee	annual fee	meeting fee
Chairperson of the board	5,250		370
Vice chairpersons of the board		8,400	370
Other board members			370
Chairperson of the representative council		8,400	370
Vice chairperson of the representative council			370
Representative council members			0
Chairpersons of committees			370
Members of committees			0

Travel expense claim forms

Travel expenses and per diem claim forms must be submitted immediately after the meeting or event, but in any case, no later than the 20th day of the following month. Email your claim form to the Suomen Yrittäjät office at: matkalaskut@yrittajat.fi. You must attach receipts and other information for compensation of your travel expenses. Incomplete forms will not be processed. Travel expenses will be paid no later than the end of the month following the submission of the form.

Holders of positions of trust are paid per diems according to the Tax Administration's confirmed tax-free per diem for the days on which they are entitled to it. According to Tax Administration rules, the size of the per diem depends on the duration of the meeting journey and the included number of hot meals.

Holders of positions of trust are compensated for train, aeroplane and bus tickets, or, when using their own cars, in accordance with the Tax Administration's confirmed kilometre compensation. Suomen Yrittäjät does not reimburse any value-added tax (VAT) related to per diems or kilometre compensation. When travelling, the cheapest appropriate form of transport must be used.

Accommodation is reimbursed when the meeting lasts two days and/or the meeting journey requires an overnight stay at the destination. Contractual hotels should be given preference when choosing accommodation.

These travel rules come into force on 1/1/2025 and replace the previous travel rules.

(17.12.2024 change - the word network removed from the text)