



IFSC Executive Board Travel & Compensation Policy

Effective from January 1st, 2023

Approved by the IFSC Executive Board on 18 January 2023

This Policy complies with the basic principles and protocols outlined in the Financial Regulations approved by the IFSC Executive Board. The Administration Department oversees the implementation of the Policy.

The scope of the document is to provide a clear and transparent procedure for the IFSC to cover travel expenses incurred to perform the Federation's activities, as well as to define the terms of the financial compensation in accordance with what established in the Statutes.

Travels of all the IFSC Officers must be justified by a valid reason to attend a specific event / meeting. In particular, EB members travel upon authorization of the President.

The Policy applies to all the Federation Executive Board members, who are asked to provide all the documents required in a timely manner in order to avoid delays and overwork.

Procedure for booking requests

- Booking of travels, including accommodation, is managed by the Administration Department. EB Members are asked to plan and communicate their travel schedule at their earliest convenience, so that the Administration Department can proceed with the reservations in advance, benefiting from the best offers.
- EB members may purchase their own tickets, provided the travel standards here described are respected and only if this option does not imply any additional costs for the IFSC (example: travel agency fees). The itinerary shall be communicated to the Administration Department as soon as possible.
- In case an EB member wishes to extend the trip for personal reasons, the IFSC will not bear any cost related to the extended stay, including the difference in the train/airfare (if any). Similarly, any expense related to guests / family members will not be covered by the IFSC. EB members may share the lodging with their guests but the additional costs caused by the occupancy of the room will not be borne by the IFSC.

Procedure for reimbursement requests

- Reimbursements shall be requested submitting the *IFSC Reimbursement Form* to administration@ifsc-climbing.org within 30 days after the end of the event/meeting. **No request will be accepted after the end of the current fiscal year (December 31st).**
- It is preferable to use one form for each trip. The form shall be duly completed in all its parts and all expenses shall be backed up by the relevant receipts (digital copies are preferred). The complete bank details must be reported on the form: any extra cost due to wrong account information will be borne by the Traveller. The IFSC will not reimburse expenses not supported by the relevant receipts and justification.
- Once all the documentation has been correctly submitted, the Administration Department will check each form and process the reimbursement within 15 working days. Any imprecision or mistake in the reimbursement forms and the relevant receipts may cause a delay in the payment.
- **Reimbursement requests not complying with this Policy may be partially or fully declined.**



Travel Standards and Arrangements

Provided all the standards described below are granted, the Administration Department is committed to find the best possible fares considering both the traveller's comfort and the business needs.

Verification of any visa or medical requirement prior to the trip remains the sole responsibility of the Traveller. However, the Administration Department may facilitate the process to fulfil such requirements.

Late Changes / Cancellations: IFSC should be notified as soon as possible of any late changes to travel plans or cancellations that may result in additional costs or unused reservations. If the Traveller makes changes to travel plans after booking without good reason, they will be liable for additional costs.

Where possible, the use of public transport is encouraged and is the preferred way to travel. However, in order to reach destinations not easily accessible by public transport, the IFSC has negotiated special deals with car rental companies.

Use of the personal car must be limited only to circumstances where public transports and car rentals are not available. In this case, a request for authorization shall be submitted by e-mail to administration@ifsc-climbing.org before the start of the trip.

1. Class

Train	1 st class ticket
Flight ≤ 5 hours / segment	Economy
Flight > 5 hours / segment	Premium Economy Business (President only)
Personal car	0.50 € / Km

2. Air Travel

Air travel will be via the most direct and economical means, accommodating the comfort, needs and preferences of the IFSC. The Administration Department will advise the lowest fare and routing determined after comparing all possible air carriers and hubs.

The choice of the airline will be based on fares versus routing, and not on the members' frequent flyer programmes. The selection of a more costly itinerary or airline to obtain frequent flyer mileage is prohibited. EB members may retain all the benefits from frequent flyer memberships. However, participation in these programmes should not result in any incremental costs to the IFSC. Should the EB members wish to take advantage of an upgrade using their own miles, they will be responsible for requesting it to the airline company and bearing all extra costs associated.

For flights over 10 hours / segment, Executive Board members may submit a request for an upgrade to Business Class to the Treasurer.

Extra baggage allowance is covered only when this satisfies a specific and proven need of the IFSC and is subject to prior authorization.

Getting to / from the airport: priority should be given to public transport. Use of the personal car or a taxi is allowed when public transport is not available (early/late flight, area not covered by public transport, etc.).

3. Accommodation

Standards:

- 3-star hotel or equivalent;
- WI-FI connection;
- Single room;
- Private bathroom;



- Breakfast included;
- Proximity to event / meeting venue and to local transport.

Turin: the IFSC has negotiated special rates with a list of hotels near the IFSC HQ. Reservation will be arranged by the Administration Department and the invoice will be sent directly to the IFSC. In case the EB Members arrange their own accommodation choosing another hotel, the IFSC will reimburse up to the price of the official accommodation.

IFSC events: the Administration Department will coordinate accommodation of the EB Members with the Event Organizers, or, when more convenient, using the main online booking platforms.

Any additional charges (costs for any accompanying person, minibar, phone, dry cleaning, extra days, late check-out, etc.) will be borne by the Traveller.

4. Meals

EB Members do not receive a daily allowance, they should instead claim expenses backed backed-up by receipts when meals are not pre-arranged by IFSC and Local Organizers. The maximum reimbursable amount is 20.00 € / lunch and 35.00 € / dinner.

There may be occasional circumstances where it is appropriate to offer modest hospitality to IFSC guests or stakeholders. Wherever possible, prior approval should be sought before such costs are incurred. In this case, meals will be reimbursed upon presentation of the receipts reporting the following information:

- Date;
- Meal (lunch / dinner);
- Name of the guest(s).

5. Travel Insurance

Employees are covered by a group travel insurance (including medical expenses) while on duty. Details are shared each year after signature of the annual renewal of the policy.

Contacts

IFSC Administration Department: administration@ifsc-climbing.org



Executive Board Compensation

In accordance with the IFSC Statutes, the individuals who serve on the IFSC bodies are volunteers. However, considering the work carried out, some of them are entitled to receive financial compensation as presented in the chart below.

MEMBER OF THE EXECUTIVE BOARD	COMPENSATION (all amounts are intended as gross)
President	Annual lump sum: 40,000.00 € / year
	IFSC EB Meeting / Teleconference: 150.00 € / day
Secretary General	Annual lump sum: 20,000.00 € / year
	IFSC EB Meeting / Teleconference: 150.00 € / day
Vice-Presidents, Treasurer	Annual lump sum: 10,000.00 € / year
	IFSC EB Meeting / Teleconference: 150.00 € / day
Continental Councils Representatives	IFSC EB Meeting / Teleconference: 150.00 € / day
Athletes Representatives	IFSC EB Meeting / Teleconference: 150.00 € / day

Payment of the compensation for the lump sum and EB meetings attendance will be calculated and processed on a quarterly basis.

Payment of the compensation for institutional meetings / events attendance shall be included in the Expense Reimbursement form along with the relevant travel expenses (refer to reimbursement requests paragraph).