



## IFSC Executive Board Travel & Compensation Policy

*Effective from January 1<sup>st</sup>, 2022*

Approved by the IFSC Executive Board on 3 December 2021

This Policy complies with the basic principles and protocols outlined in the Financial Regulations approved by the IFSC Executive Board.

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. The Administration Department is in charge of implementing the Policy.

### 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.
- Travel booking shall be requested submitting the **IFSC Travel Booking Request Form** to [administration@ifsc-climbing.org](mailto:administration@ifsc-climbing.org).
- The Administration Department will check the form and process it, following the guidelines outlined in this Policy. Process of the order may take up to 10 working days, unless there is evident urgency in the booking. In case of absence of the staff in charge of the bookings, please refer to the General Director.
- If, for unforeseen reasons, there is any change requiring a re-booking, a fresh request needs to be raised and duly justified.
- 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](mailto:administration@ifsc-climbing.org) before the start of the trip.
- 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.
- 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.



### Procedure for reimbursement requests

- Reimbursements shall be requested submitting the **IFSC Reimbursement Form** to [administration@ifsc-climbing.org](mailto:administration@ifsc-climbing.org) before the end of the month, and in any case within 30 days after the end of the event/meeting. No request will be accepted after the end of the current fiscal year (December 31<sup>st</sup>).
- The form shall be duly completed in all its parts and all expenses shall be backed up by the relevant receipts (digital copies are accepted).
- 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. In case of absence of the staff in charge of the reimbursements, please refer to the General Director.
- Reimbursement requests not complying with this Policy may be denied.

### Travel Standards

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

#### Transport class:

Train	1 <sup>st</sup> class ticket
Plane < 3h flight	Economy
Plane > 3h flight	Premium Economy Business (President only)
Personal car	0.35 € / Km

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

#### 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.
- Extra baggage allowance is covered only when this satisfies a specific and proven need of the IFSC.
- 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.).

#### 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 in close proximity to the IFSC HQ. Reservation will be arranged by the Administration Department and the invoice will be sent directly to the IFSC.
  - IFSC events: the Administration Department will arrange accommodation through the Event Organizers, or, when more convenient, using the main online booking platforms.
  - Any additional expenses (costs for any accompanying person, minibar, phone, dry cleaning, extra days, late check-out, etc.) will be borne by the EB members.

### Meals

- Meals are reimbursed when the EB member is on duty out of his/her regular place of work.
- Unless meals are fully covered by the Host, EB members receive a daily meal allowance of 35.00 €. However, it is acknowledged that the limit may be exceeded when the cost of living of the destination country is higher than average. Under this exceptional circumstance, the reimbursement for meals will be calculated on the basis of the receipts submitted with the form.
- Meals offered to guests will be reimbursed upon presentation of the receipts. The following information must be reported on each receipt:
  - Date;
  - Meal (lunch / dinner);
  - Name of the guest(s).

### Travel Insurance

EB members are covered by a group travel insurance (including medical expenses). Details are shared after signature of the annual renewal of the policy.



## 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.

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

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).