



ICF Expenses Policy

The ICF Expenses Policy document is a framework that covers how an ICF Board Member, employee, contractor, coach, third parties can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for the International Canoe Federation.

The ICF Executive Committee (ExCo) and Board of Directors (BoD) Members as well as employees from the headquarter (HQ) have the right to claim expenses while travelling on ICF events and meetings inline with the ICF Statutes. It is the responsibility of the employee/member to ensure that the expenses claims are reasonable. The ICF reserves the right to refuse to pay for any expenses that are not in compliance with the Expenses Policy.

Expenses can only be claimed for the days whilst working or representing ICF on international competition or meeting days: ICF events (World Cups and World Championships), as well as committee meetings and special HQ meetings (marketing, IT, finance, etc.).

Per diems: According to the decision of the ICF Board of Directors, Olympic, Paralympic and Youth Olympic Games, BoD, ExCo meetings and Congresses, employees and ICF members can be given per diems to cover extra costs during the days of events/meetings. Where a per diem is attributed the person cannot submit any personal expenses to the ICF whilst covered by the per diem.

No expenses for gifts, personal purchases (for travel or during the event/meeting) or various hotel services (eg. alcohol, in room movies) will be accepted by the ICF.

Transportation: All booking, including travel from home/office to the airport/train station, should be made in economy class at the cheapest rates that can be possibly found. If the travel itinerary changes (due to meeting/events dates changes), the price difference may be paid by the ICF at the discretion of the ICF Secretary General.

Suitable mileage can be claimed up to 0.30€/km or 0.50CHF/km. Long voyages (over 100km) must be approved by the ICF in advance. Taxi receipt with a date may be reimbursed up to 50€ / travel. No trip from home to work is accepted. You can rent a car

(with GPS if unfamiliar location) if it is more cost-effective than any other transportation mode. Luggage over-weight, if dated and related to any ICF travel (transportation of banners, medals, etc.), may be reimbursed.

Where land travel (eg. train, car) becomes more expensive than air travel between the two locations, the person will be reimbursed no more than the airfare price for the same voyage.

When travelling for ICF BoD meeting, ExCo meeting or Congress, transportation, taxi or parking receipt must be paid by the national federation. ICF will reimburse those fees if travelling as jury President for ICF events only.

Meals: paid by ICF during event days if not provided by organiser. No receipt for room services as well as alcohol (from mini bar or hotel bar) will be accepted by the ICF. Client meals/entertainment costs must include ICF business reason and show date and names of all attendees.

Internet and Telephone: Free-wifi should be used whenever possible. ICF will accept internet and phone bills only for business purpose. No bills for personal call or internet use will be accepted. Use of 3G and other data etc will not be repaid by the ICF.

VISA, travel insurance, inoculations are covered by ICF if needed for ICF events/meetings.

- Various:**
- IT and other computer devices are covered by ICF if needed during ICF events or meeting days.
 - Cleaning may be covered by ICF if travelling 7 days or more for business purpose or if going to various events in a row. As well as if luggage is lost by train/airline company.
 - Postage and various supplies needed for all ICF works can be claimed back.

Committees: For any advance on the committee budget, a transfer will be made only when official request (with full name, committee name, date and amount) will be received by mail. Same rules as above apply to committee members when requesting for expenses to be reimbursed. Advances will only be paid if the committees accounts are up to date and have the correct justifications for spending.

ITOs fees: Will be reimbursed by ICF upon reception of all the receipts and expenses claim forms. The chair is also responsible for sending updated

spreadsheet with all spending including correct amounts and a list of the ITOs to reimburse with their bank details.

Continental events and other events than ICF events: can't be claimed to the ICF but to the National Federation of the claimer.

Procedure

All claims MUST contain one claim form (see enclosed Euro and Swiss franc forms) duly completed and signed, and the original bills and receipts (clear and legible scan copies may be accepted). Please refer to the document here-attached ("Analytical Codes") in order to enter the correct budget code regarding your expenses. All documents must be sent by post to the headquarter:

International Canoe Federation
MSI - Avenue de Rhodanie 54
CH-1007 Lausanne
SWITZERLAND

Or by mail to Marine Pergeaux at marine.pergeaux@canoeicf.com within correct deadlines. (Please note that documents may also be given to any ICF staff during events/meetings only if claims are fully completed as mentioned here-above).

The finance department will proceed to the payment every end of month (with other ICF invoices). For all uncompleted expenses claims, reimbursement will be delayed to the next payment period.