



INTERNATIONAL BOBSLEIGH & SKELETON FEDERATION

## Rules and Regulations Expenses IBSF Executive Committee Members

### 1 GENERAL

IBSF Executive Committee Members are entitled to claim travel, accommodation and other expenses. The reimbursement for any of these expenses is limited to official IBSF meetings or official IBSF tasks assigned to an Executive Committee Member which have been declared as official before. Any special tasks requested of an Executive Committee Member shall be authorized in advance by the Vice-President Finance or the President.

The actual expenses which arise during the such an assignment on behalf of IBSF will be handled promptly and reimbursed on the basis of the accompanying receipts sent to [accounting@ibsf.org](mailto:accounting@ibsf.org) and are to be documented on the reimbursement form.

### 2 TRAVEL EXPENSES

#### 2.1 FLIGHTS

Executive Committee Members are entitled to return business class flights if the flight duration is over 3 hrs, otherwise Economy Premium class applies. Any flight must be ordered from the IBSF office unless otherwise explicitly agreed. Should a Executive Committee Members wish to add additional segments onto his trip to IBSF meetings or assignments the IBSF will invoice the difference between the cost of the return ticket for the meetings respectively assignments and the total price directly.

#### 2.4 USE OF PRIVATE CAR

The allowance for driven kilometers is € 0,40 per km.

#### 2.5 TRAIN

When using a train the 1<sup>st</sup> class category may be chosen.

#### 2.5 ACCOMPANYING PERSONS

The IBSF does not cover additional expenses for flights, hotels and meals which arise from accompanying persons (wives, children, friends, translators, etc.).

*slide into the future*



INTERNATIONAL BOBSLEIGH & SKELETON FEDERATION

### 3 ACCOMMODATION, MEALS, INCIDENTALS

#### 3.1 ACCOMMODATION

IBSF Covers the costs of accommodation including breakfast for an IBSF Meeting or assignment. Any personal expenses (phone, minibar, etc) are to be settled before checking out.

### 4 REIMBURSEMENT OF EXPENSES

#### 4.1 INDEMNITY POLICY

An allowance of € 5.000,-- for each of the Vice-President and the Chair of the Athletes' Committee per financial year is fixed. This allowance covers all meetings and assignments and serves to compensate incidental expenses, meals not covered by IBSF, etc.

The President receives an allowance of 30.000,-- € which includes 50 days of availability per financial year. Any additional day will be reimbursed with 400,-- € / day. Travel days count half. The total sum of the per diem per year may not exceed 100.000,-- € per financial year. The President has to send an overview of working and travel days to the VP of Finance for approval.

*slide into the future*