

# **TRAVEL & DAILY ALLOWANCE POLICY**

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## **EXPENSE COVERAGE WHILE ON DUTY FOR EUROPEAN AQUATICS**

### **1. General**

The European Aquatics (EA) Family is defined as the Officers, the other Bureau Members, the Committee and Commission Members, Members of the European Aquatics Integrity Council and Adjudicatory Body, the Executive Director, the Deputy Executive Director, the EA Staff and the International Technical Officials invited by EA (hereinafter referred to as “The Traveller”).

This policy does not apply to contractors’ unless specified in their contractual arrangements.

“Events” in this document refers to European Aquatic Events (as defined in the Constitution), Bureau, Committee and Commission meetings and the European Aquatics Congress.

Trips on behalf of European Aquatics can be made on invitation of European Aquatics or after written request and approval of the trip by the Executive Director, Deputy Executive Director or the President or a person to which this approval process has been delegated.

An overview of all trips on behalf of European Aquatics shall be kept by the European Aquatics Office and the associated approval and reimbursement process shall be subject to review during the annual financial audit process or at the request of the Bureau or the Internal Audit Committee.

For Committee and Commission Members, the Member Federation shall in principle cover the expenses and shall arrange the travel booking, unless specified otherwise in the invitation. For the following Events travel cost for Committee and Commission members, will be covered by European Aquatics as per this policy:

- Site visits for Events
- Junior or Youth European Championships (in 2024 only)
- Specific approved trips outside of Events

### **2. Travel**

#### **2.1. Costs**

- 2.1.1.** European Aquatics will cover the return travel costs from the nearest airport or train station of the permanent residence of the Traveller to the Event or designation of the business trip. Further details are provided under art. 2.4 of these policies (“Return transfer from the permanent residence of the Traveller to the nearest airport or train station”).
- 2.1.2.** Travel arrangements shall be made through the European Aquatics Travel Agency or as agreed before the trip between European Aquatics and the Traveller ultimately by the date indicated in the invitation. If no arrangement has been made by this date, European Aquatics will not cover or reimburse the cost of the travel.
- 2.1.3.** To the extent the Traveller has been permitted to arrange his/her own travel, he/she can claim the expense by submitting to European Aquatics a Request for Reimbursement, as long as the overall travel costs claimed by the Traveller is for economy fares, has been approved beforehand by European Aquatics and is made before the date specified in 2.1.2.



**2.1.4.** Excess baggage charges and premium seat reservations (e.g., exit row seats) are generally not reimbursed by European Aquatics, unless formally agreed beforehand and approved by EA.

**2.1.4.1.** European Aquatics covers hand luggage / cabin luggage and 1 piece of checked-in luggage. If excess luggage is needed it will need to be treated ad hoc and authorized.

**2.1.4.2.** Preferred seats (e.g., window, aisle, or emergency exit seats) are allowed ONLY if they do not represent an extra cost for European Aquatics. Should these represent an extra cost for European Aquatics, they need to be treated ad hoc and authorized.

## **2.2. Class of Travel**

**2.2.1.** Air travel shall be reserved in economy class ONLY.

**2.2.2.** Premium economy / business fare is allowed for Intercontinental flights, but it needs to be treated on an ad hoc basis and agreed / authorized beforehand.

**2.2.3.** If, under exceptional circumstances, the premium economy / business fare is cheaper than economy, premium economy / business fare can exceptionally be booked.

**2.2.4.** Should an individual wish to travel premium economy / business class / first class, he/she will need to cover the cost difference with the price for economy class quoted by the European Aquatics Travel Agency. The individual will be invoiced the cost difference directly by the European Aquatics Travel Agency.

**2.2.5.** Travellers are authorised to travel first class for travel by train, both in Switzerland and abroad.

## **2.3. Travel by Car (own or rent)**

**2.3.1.** In general, transportation by airplane, train, or by rental car is preferred vs. travel by one's own private car. The costs of using a private motor vehicle/taxi for a business trip are only reimbursed if their use results in a significant saving in time and/or costs or if the use of public transport is unreasonable.

**2.3.2.** Travellers may travel by one's own private car only upon confirmation by European Aquatics.

**2.3.3.** Overall travel costs incurred by the Traveller travelling by car (own or rent) shall not exceed the price for economy class quoted by the European Aquatics Travel Agency for travelling by airplane or train.

**2.3.4.** The kilometre allowance (own private car only) is set at EUR 0.70/km up to 10,000 kilometers per year, and EUR 0.60/km from 10,001 kilometers per year.

**2.3.5.** The cost of fuel is not reimbursed as this is included in the kilometre allowance.



- 2.3.6. In general, highway tolls, tunnel tolls or other tolls necessary to reach the final destination, as well as parking charges, are reimbursed by European Aquatics provided that the sum of all these, in addition to the kilometre allowance or the rental costs, do not exceed the price for economy class quoted by the European Aquatics Travel Agency for travelling by airplane or train.
- 2.3.7. Should a Traveller decide to use his/her own car, provided he/she is authorized to do so by European Aquatics, the costs of potential damages (e.g., accident, parking, vandalism...) or thefts that might occur while travelling on behalf of EA are not claimable by the Traveller. The Traveller needs to ensure he has proper car insurance coverage for such potential damages.

#### **2.4. Return transfer from the permanent residence of the Traveller to the nearest airport or train station**

- 2.4.1. In general, when travelling on behalf of EA, the Traveller should opt for the most cost-efficient way of reaching the nearest airport or train station from his place of residence.
- 2.4.2. Whenever feasible and practical public transportation should be considered as first option.
- 2.4.3. The use of taxi to reach the nearest airport or train station (and to return home from the nearest airport or train station) is, in principle, reimbursed by European Aquatics, provided public transportation is not a feasible option.
- 2.4.4. The use of one's own private car (reimbursed according to the kilometre allowance) and parking charges at the airport or train station is allowed and reimbursed by European Aquatics provided the total cost of using one's own private car does not exceed the cost of taking a taxi on the way to and returning from the airport or train station.
- 2.4.5. The use of private limo services to reach the nearest airport or train station (and to return home from the nearest airport or train station) is, in principle, reimbursed by European Aquatics provided its cost does not exceed the cost of taking a taxi.
- 2.4.6. Travel to work and return home on a daily basis is not to be considered travel on behalf of EA.

#### **2.5. Local transportation and getting around during trips**

- 2.5.1. If local transportation is not provided for by the organizer of the Event, the Traveller should opt for the most cost-efficient way of getting around when on trips on behalf of European Aquatics.
- 2.5.2. Whenever feasible and practical, public transportation should be considered as first option.
- 2.5.3. The use of taxi to move around when on business trips is allowed.

- 2.5.4.** The costs incurred for public transportation and/or taxi as outlined above under 2.5.2 and 2.5.3 are claimable by the Traveller.

### **3. Accommodation and Meals**

- 3.1.** European Aquatics Family members or representatives officially invited at the request of the President or Executive Director are to be provided with full board accommodation on site at Events as follows:

- 3.1.1.** Days to be covered - Accommodation will be provided in accordance with the official days designated at the Event, taking into consideration travel schedules.
- 3.1.2.** Room Categories - Room category as agreed with Organising Committees (Host City Agreement; Staging agreement, any other contractual agreement, memorandum, invitation letters...) or as confirmed by European Aquatics.
- 3.1.3.** Accompanying Persons - Bureau Members may be accompanied by one person sharing the room. If meals are not provided by the hotel or at the venues, no meal allowance is payable for the accompanying person.

If the accompanying person/s require an additional room, this needs to be covered by the Traveller.

Any other accompanying guests or costs related to the accompanying guest(s) are covered by the Traveller.

- 3.1.4.** Meal Coverage – At Events, meals are organised by the Organising Committee either at the official hotels or at the event venues. If meals are not provided or when there is no arrangement with the Organising Committee, a meal allowance will be granted as set out in Table A.

Meal allowances will be either paid on-site by the Organising Committee or by bank transfer in advance of the event. It is not necessary to submit a request for reimbursement. If a recipient of a meal allowance is prevented from attending, the meal allowance which may have been already received must be reimbursed.

- 3.1.5.** Room Cancellations or No Shows - Travellers are responsible for informing the European Aquatics office within a reasonable time of any changes in their hotel bookings.

Expenses incurred by European Aquatics or Organising Committees for late cancellations or no-shows may be recharged to the Traveller. Costs incurred by booking changes may be charged to the Traveller.

- 3.1.6.** Additional Expenses Incurred During Hotel Stay – EA Family members are required to check out at their departure and to settle any additional expenses (meals in addition to/in place of what is covered by the full board treatment of meal allowance, room dining, laundry, minibars, phones, etc..) at their own expense.

Reasonable Hotel laundry services are covered by European Aquatics for stays above 5 nights (mainly uniform items - formal and casual, underwear).



- 3.1.7.** Early check-in or late check-out - Where possible, European Aquatics will make their best efforts to arrange early check-in and/or late check-out where necessary.

Where no early check-in / check-out is available, the Traveller is responsible to cover any additional rooming expenses.

- 3.1.8.** Arrival and departure days - Arrival and departure days are the official dates set by European Aquatics as per the invitation letter or any other official written communication sent by the European Aquatics Office.

Any earlier arrival or later departure for personal reasons is under the Traveller's responsibility. Arrival and departure dates must be reported to the European Aquatics person responsible for the logistics of the specific event.

- 3.2.** If a Traveller has to go on a business trip other than described under 3.1, or is otherwise forced to eat away from his or her usual place of work or permanent residence, he or she is entitled to reimbursement of the actual costs, whereby the following guideline values should not be exceeded:

- 3.2.2.** Meal costs are reimbursed according to Table A.

In case of European Aquatics arranged institutional meals for which guests have been invited the allowances in Table A do not apply. The actual expenses made for such a meal shall be reasonable for the specific arrangement.

- 3.2.3.** Accommodation

- 3.2.3.2.** As a rule, mid-range hotels should be chosen for overnight stays.
- 3.2.3.3.** In exceptional cases, a hotel in a higher price category may be chosen for reasons of representation, provided this is in the business interest.
- 3.2.3.4.** The actual hotel costs are reimbursed according to the original receipt, whereby any private expenses (e.g. private telephones) must be deducted from the hotel bill.

#### **4. Compliance with Health Measures and Visa Requirements**

- 4.1.** Compliance with any national or international health measures (e.g. COVID tests), visa and transit visa requirements are, in principle, covered by the Organizing Committee.
- 4.2.** If such requirements are not covered, European Aquatics will reimburse for such reasonable and necessary costs associated with mandatory compliance of such requirements.



## **5. Itinerary Changes, Flight Changes, Arrival & Departure Dates Changes**

- 5.1.** The European Aquatics person in charge of the logistics of the event must immediately be notified by the Traveller if the Traveller is not able to travel as scheduled.
- 5.2.** European Aquatics will only cover rebooking expenses for any travel or hotel changes approved by the European Aquatics.
- 5.3.** Any additional rebooking expenses incurred at the request of a Traveller and not aligned with European Aquatics will be charged to the Traveller.

## **6. Per Diem**

- 6.1.** In general, and according to the rules set forth here below, European Aquatics pays a daily allowance (“Per Diem”) while travelling on behalf of European Aquatics.
- 6.2.** The Per Diem allowance covers any incidentals and minor expenses not covered by the travel reimbursements and accommodation provided as set out herein, like those mentioned under 3.1.6.
- 6.3.** For the avoidance of doubt, a Per Diem allowance is not paid for virtual attendance at an Event or a meeting, unless specifically notified ahead of the Event.
- 6.4.** Per Diem does not apply in case specific arrangements have been made with the individual.
- 6.5.** Per Diem rates are set out in Table A.
- 6.6.** The calculation is based on the number of days included in the official invitation for the Event plus 1 or 2 travel days (if and when applicable) or on the actual number of days of the business trip.
- 6.7.** For Travellers with domicile outside of Switzerland, the Traveller is responsible for declaring and paying any domestic taxes that may be due.
- 6.8.** Per Diems shall be paid by bank transfer only. In principle, no cash payments will be made. In exceptional circumstances, payments can be made in a different way, if approved in advance by the Treasurer. Payments will only be made following the conclusion of the Event or activity, based on the actual attendance of the Traveller.

## **7. Insurance**

- 7.1.** European Aquatics carries umbrella travel insurance with IMSSA (International Medical & Sports Security Assistance) for all Travellers attending Events outside their country of residence. It is nonetheless necessary for every Traveller to be properly insured in their country of residence and to carry any minimum travel insurance required either by their destination or by their residence. For any additional information on European Aquatics travel insurance, please contact the European Aquatics office.



## **8. Expense Claims**

- 8.1.** Claims for expenses not covered under the Per Diem shall be provided to the European Aquatics Office within 30 days of the conclusion of the Event or trip with the European Aquatics form duly filled out, and all relevant expense receipts attached.
- 8.2.** Claims for expenses not provided within this deadline shall be considered as waived.



**TABLE A**

CATEGORY	EVENT	PER DIEM	MEAL ALLOWANCE *
Bureau;	Sports events	150 €/day	Breakfast: 15 €/day Lunch: 35 €/day Dinner: 45 €/day
	Institutional trips on behalf of EA	150 €/day	
	Pre-event site visits (depending on the number of days)	150 €/day	
	Congress (depending of the number of days) **	300 € flat fee **	
	Bureau meeting (in person) **	300 € flat fee **	
Technical Committees	Sports events	150 €/day	Breakfast: 15 €/day Lunch: 35 €/day Dinner: 45 €/day
	Pre-event site visits	150 €/day	
	Clinics & seminars	150 €/day	
	Tech Com. meeting (in person) **	300 € flat fee **	
	Bureau meetings **	300 € flat fee **	
Office staff ***	Sports events	100 €/day	Breakfast: 15 €/day Lunch: 35 €/day Dinner: 45 €/day
Honorary	Upon invitation by EA	No Per Diem	Breakfast: 15 €/day Lunch: 35 €/day Dinner: 45 €/day
WP referees and delegates appointed by EA	WP Club Competitions	150 €/day	Breakfast: 15 €/day Lunch: 35 €/day Dinner: 45 €/day
	WP National Competitions		

\* Meal allowances may vary from event to event, depending on the location of the event, and are only payable if no alternative has been provided.

\*\* When the subject meeting happens during a sport event (e.g., European Championships), only either the meeting fee or the per diem is paid, whichever of the two is higher.

\*\*\* European Aquatics Office staff per diems are only payable at European Aquatics sports events (e.g., Senior and Junior European Championships). Any other travel does not give rise to a per diem.