

# Report on the Travel Allowances (TA) 2021

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As for many other part of CIVA life in 2021 the TA management was also chaotic ! Partly because of the pandemic who let us all in the fog about who will be coming or no, partly because of rescheduling and also partly because of some personal problems and I apologise for the interference they caused in delaying my work.

This year I had to process the TA for 48 Officials only as some board of judges were not complete and only the International Jury Presidents who were on site. But as there were the many uncertainties it couldn't be planned and organised as I used to (researching the optimal flights, preparing the spreadsheet etc.).

The problems were the same as the previous year:

- *some exotic formats*
- *several files (sometimes 6-7 files)*
- *fantasy names for mails and files which not only give an extra unnecessary work, but the loss of some claims*
- *... not using the given mail address but another old one that I rarely check...*

Again I kindly ask the Delegates to explain their officials the importance of following the procedures.

I want to mention as an exemple a 17 pages claim received from Elena which was processed in 10 minutes. All the request in the procedures were precisely followed. That shows that if the officials want to be speedily refunded, they just have to follow the procedures.

For 2021 CIVA paid a total of 9440 Euros in TA. 2 TA are still pending.

	TA paid	Sanction fees
WAAC	4 417 €	5 600 €
WGAC+	2 151 €	6 720 €
EIAC	2 870 € §§	3 200 €
Overall:	10 000 €	15 520 €

§§ Plus one pending claims to add, maybe 500 €

For 2022 if CIVA still wants me to do the job, I would like to propose the procedures in annex and also to have someone to do the job with me, as I may not be always available and need to find a replacement.



# CIVA Travel Allowance: Claiming Procedures

## 1. For Judges and Assistants

When you submit the TA Expense Claim ("TA"= Travel Allowance) for your travel cost you must combine **ALL** of the expenses for yourself and your Assistant into **ONE** single **PDF** claim. You are responsible for sending your Assistant their expenses when you receive payment from CIVA. Please do not send separate claim forms for the Judge and the Assistant (except if you do not live in the country).

## 2. For other CIVA Officials

You submit your TA Expense Claim ("TA"= Travel Allowance) of your travel cost to the TA Officer is as follow: you must combine ALL of your expenses into ONE single PDF claim.

## 3. How the claim must be made:

1. You **MUST** include receipts for every separate expense that you claim. If you travel with your own car you must provide an expense report as follows:
  - -> [www.viamichelin.com](http://www.viamichelin.com)
  - -> option: type of car -> ???, mileage allowance -> 0,1
  - -> set your departure, arrival and return points ex.: ABA (if necessary to fetch your assistant add further points, ex.: ABCBA)
  - -> click search
  - -> expense note (under the map to the right) -> fill the personal information
  - print and attached it to the claim
2. Your TA claim filename **MUST** be (MANDATORY):  
TA (year ex.2x) - Name of Championship - Name of official  
**Example filename: 22 - WGAC - M.DELCROIX**  
This is to avoid claim files becoming lost due to some exotic name.
3. In the claim form, do not forget to fill the NAME of the beneficiary and of the BANK. Exactly copy the IBAN and BIC/Swift numbers.
4. If agreed with the TA Officer **BEFORE the event** other expenses such as airline administration fees and luggage when not included in the

ticket may be included – **but ONLY if pre-agreed!**

No reimbursement is made for meals or hotel.

Visa are reimbursed (invoice needed)

5. The base of the reimbursement is the cheapest (reasonable) cost. The reimbursement will be made on the requested currency.
6. TA Claim submission deadline date is the last day of the given championship.  
**Claims WILL not be considered after these dates!** Except if pre-agreed with the TA Officer.

**If you do not agree with this procedure please do not apply to be a Judge or Assistant**

Attached exemple of filled claim form



# CIVA TA CLAIM 2021

EIAC    WGAC    WAAC    EAC

Personal Information			
Name:	Madelyne Delcroix		
Address:	Colmar		
Country:	France	Postal code:	68000
Telephone:	+33 XX XX XX XX XX	Fax:	
E-mail:	<a href="mailto:mdlx@me.com">mdlx@me.com</a>		

Bank Information (for wire transfer)	
Bank name:	ABCD
Account name:	Madelyne Delcroix
Swift code:	ZYXW
IBAN code:	FR76 1234 5678 9101 1121
Bank address:	

Summary of Expenses		
DESCRIPTION	Amount in the payment's currency	Amount in Euro
Flight Basel-Warsaw round trip	(invoices attached)	300,00 €
<b>OR (Other Exemple)</b>		
By car Colmar-Leszno round trip      2x105,01 €	(Via Michelin calculation attached)	210,02 €
<b>TOTAL</b>		<b>XXX,xx €</b>

→  I declare hereby having no double subsidy for the expenses claimed above.

Signature:  Madelyne Delcroix

Date: \_\_\_\_\_

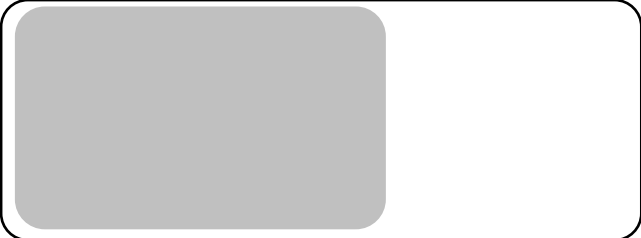
Approval: \_\_\_\_\_

Date: \_\_\_\_\_



FACTUUR KLNL0013970005 dd 17/07/2021

**KLM ROYAL DUTCH AIRLINES**  
 POSTBUS 7700  
 1117 ZL SCHIPHOL AIRPORT  
 NEDERLAND



KLM ROYAL DUTCH AIRLINES IATA N° : 57493380

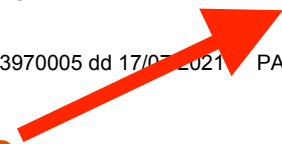
**EXAMPLE**

AFGIFTE DATUM	DOCUMENT NUMMER	NAAM PASAGIER	REF	REISDATUM	TYPE SERVICE	AANTAL	EXCL BTW	BTW		CARRIER TOESLAG	OVERIGE BELASTINGEN	TOTAALBEDRAG
								TARIEF	BEDRAG			
17/07/2021	0742437066772			29/07/2021	ITINERARY	1	256.00	0.00	0.00	0.00	47.73	303.73
17/07/2021	0742437066772			29/07/2021		1	10.00	0.00	0.00	0.00	0.00	10.00
17/07/2021	0741505067383					1	52.20	0.00	0.00	0.00	0.00	52.20
17/07/2021	0742437066771			29/07/2021		1	256.00	0.00	0.00	0.00	47.73	303.73

BTW REFERENTIE	BTW	Belastinggrondslag
NL-BTW TARIEF 9.00%	0.00	0.00
NL-BTW TARIEF 21.00%	0.00	0.00
NL-VRIJSTELLING VAN BTW OP LUCHTVERVOER	0.00	669.66

TOTAAL EXCLUSIEF BTW	EUR 574.20
TOTAAL BTW	0.00
TOTAAL CARRIER TOESLAG	0.00
TOTAAL OVERIGE BELASTINGEN	95.46
<b>NETTO BEDRAG</b>	<b>669.66</b>

Betaling  
 Online Payment **669.66**  
 TOTAALBEDRAG **669.66**



# Page of ViaMichelin

https://www.viamichelin.fr/web/Itineraires

**A** 68000 Colmar, Haut-Rhin, France

**B** 64-100 Leszno, Leszno, Polska

↕ INVERSER    ☆ OUVRIER MES FAV...

**OPTIONS**    **RECHERCHER**

Set the options to:  
Car: Familiale  
Fuel price rounded to the next decimal +0,15  
Example: if fuel price is 1,57 set the price to 1,75

Choose the shortest way

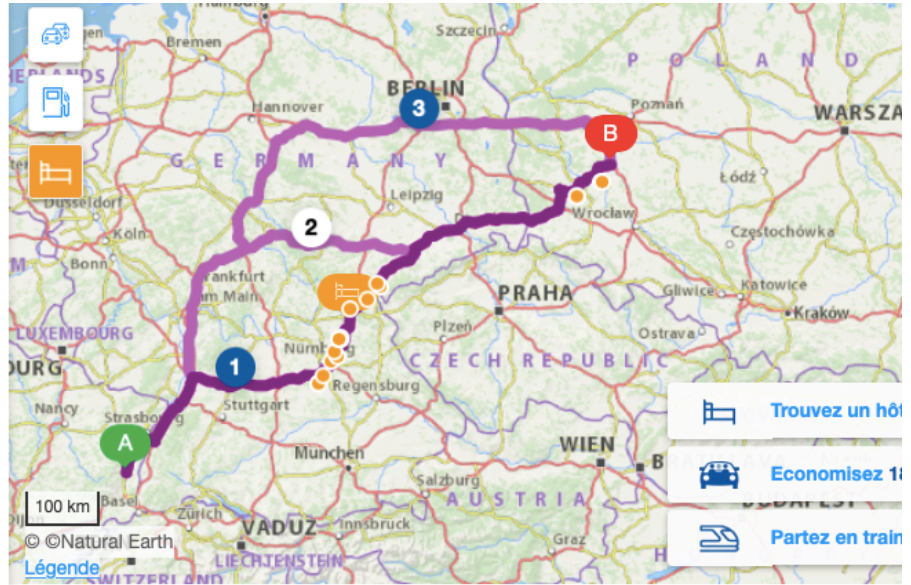
**ITINÉRAIRE VOITURE**

**MES OPTIONS DE COUT**

- > Familiale
- > E5 (Essence) 1,75 €

**MES OPTIONS DE ROUTE**

- > Départ : Maintenant
- > Itinéraire : Conseillé Michelin
- > Distance en : Kilomètres
- > Autoriser la sortie du pays



3 itinéraires possibles : Colmar > Leszno

**1** Via A9

**10h08** 957 km  
**104,13 €**

**2** Via A7

**10h30** 1001 km  
**108,40 €**

**3** Via A7 A2

**10h43** 1103 km  
**120,81 €**

**Temps**

**10h08 (07h26 sur autoroute)**  
Pas d'impact trafic pour un départ à 15h12

**Distance**

957 km (809 km sur autoroute)

**Coût estimé**

104,13 € (carburant 104,13 €)

**FEUILLE DE ROUTE**

**COÛT DÉTAILLÉ DU TRAJET**

**PLUS D'ACTIONS**

Click here and you will have the next page

3 itinéraires possibles : Colmar > Leszno

**1** A9

**105,01 €**  
963 km  
10h14

**2** A7

**109,76 €**  
1007 km  
10h36

**3** A7 A2

**122,15 €**  
1108 km  
10h49

