



## CIVA Plenary 2014 Wroclaw - Poland

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### ITEM 7.1 CIVA FINANCIAL RESULTS

The finances are in a slightly better shape now, due to the restriction to 7 CIVA supported team of judges in regards of their travel and a strict control of the airfares. I highly recommend to keep that number for at least the next 2 following years, the time we can rebuild sufficient cash to have at the end of the exercise enough to pay the TA without being in the red until the first SF are arriving.

### ITEM 7.2 CIVA TRAVEL ALLOWANCE PROGRAMME

The problem of the TA 2013 were all solved by mid-march except for Russia and Ukraine which had transfer problem

After the problem which occurred in refunding the TA 2013 to CIVA Officials the following short and precise set of rules with a check list and claim form had been produced and sent to all the CIVA Officials for 2014.

#### CIVA TA 2014 RULES

*These rules are for CIVA selected Contest Officials. They have been approved by CIVA President and the Bureau.*

*They are referred as the "CIVA Travel Agreement" (TA)*

1. All expenses MUST be agreed before any ticket purchase.  
**No prior signed agreement: no reimbursement !**
2. All claims must be submitted to the CIVA treasurer once your travel has been purchased.  
A claim must include:
  - The official CIVA TA expenses claim form **signed and dated**
  - Original invoice(s)/receipts
  - Bank information
3. The claim must be received by the Treasurer for review no later than at the arrival to the championship concerned. Claims received later will be dealt with when all the claims which were submitted on time are processed.
4. Your claim should preferably be sent to the treasurer by email, in ONE PDF file with all the requested documents merged. Alternatively your claim can be given BY HAND to the Treasurer at the championship venue in a sealed envelope - in this case be sure to write the name of the person claiming and the content on the outside of the envelope.

## Report of the Treasurer

### 5. Invoice/Receipts:

- All claims must be supported by the **original** receipts in accordance with **Swiss laws** (ie: with name, trips details and amount).
- E-tickets must show the traveller's name, destination, dates travelled and amount actually paid. E-copies and digital scans of receipts should be uploaded when making your online claim.

#### **ORIGINAL receipts/invoices must be sent to**

**Madelyne DELCROIX  
CIVA Treasurer 2014**

**6, place du 2 février 68000 - COLMAR France**

The CIVA Treasurer will carefully review all expenses proposals submitted by CIVA Officials for the purchase of tickets, keeping the rules and CIVA TA policy in mind.

The CIVA President or Treasurer will authorise the bank transfer to you once the claim is complete (claim form filled dated and signed and all the corresponding invoices/receipt).

Attached: - a check-list  
- a blank CIVA TA expenses claim sheet 2014

### **CHECK LIST FOR TA**

- **Read carefully the TA rules**  
If you have questions I will be glad to answer them
- Search for the cheapest mean of transportation
- Request CIVA Treasurer's authorisation and wait (2 weeks max)
- When authorisation is received buy the ticket
- Prepare the claim: form + invoice
- Merge the claim and invoices in ONE pdf file
- Send it to CIVA treasurer
- Wait for acceptance from the Treasurer (10 days max)
- Send/give by hand original invoices/receipt, claim to the Treasurer.
- Wait one month.
- If after one month not paid inform CIVA treasurer
- When payment is received acknowledge CIVA treasurer.
- Enjoy a good and relaxed evening knowing that you have done a good job and CIVA Treasurer too !

Unfortunately only a small third of the official followed precisely the rules. Many didn't read the TA Rules or submitted their proposal until June which led to a large amount of unnecessary work (over.300 mails) and higher prices. Some additional work was also due to changes of assistants.

## **Report of the Treasurer**

Therefore I would like to recommend the following procedure for 2015:

Here are the proposed steps:

1. Once the selection of the judges for 2015 is completed, the Treasurer (or a person appointed by him) will make researches about the price of the various flight ticket
2. Around mid-March, the treasurer will inform each judge about the amount they are granted for their TA2015 and the one of their assistant, up to them to buy the ticket at the time of their choice and the class they want.
3. Refunding of the travel expenses will be as usual upon an official claim form and the relevant invoices.
4. Claims should be presented until end of May.

### **ITEM 7.3 BUDGET**

The budget for 2015 (yellow column) has been submitted to FAI in June 2014, for review. I am happy to tell you that CIVA was among the few commission that were not asked by FAI to revise its proposal of budget or had to provide any further explanation.

As the budget for the year N has to be submitted to FAI in June N-1. I Suggest to prepare for the Plenary N-2 the budget for N to submit it for approval.

All details an table will be provided on Saturday morning.

Madelyne Delcroix

CIVA Treasurer 2014