



*Fédération
Aéronautique
Internationale*

ISC Expense Reimbursement Policy

2020 Edition

Effective 1 March, 2020

ISC EXPENSE REIMBURSEMENT POLICY

The 2020 Edition differs from the 2019 Edition in those paragraphs with a vertical bar in the margin.

ELIGIBLE EXPENSES

The ISC will reimburse the following expenses:

1. Travel and other out-of-pocket expenses for the ISC President (or his/her substitute) for travel to the ISC Plenary Meeting, the FAI General Conference, ASC Presidents' meetings, CASI Meetings or any other function where he/she represents the ISC.
2. Travel, food, (excluding drinks of any kind), accommodation and any visa cost (see below for maximum visa claim) incurred by the Jury Members at an FCE (SC5 4.7.1.10). However, no expenses will be paid for the Jury at a Para-Ski FCE.
3. Travel and any visa cost (see below for maximum visa claim) incurred by an FAI Judge at an FCE (SC5 4.1.4.3).
4. Travel, food, accommodation and any visa cost (see below for maximum visa claim) incurred by an ISC Officer conducting ISC business as approved by the ISC Bureau (for example World Games Liaison Officer).
5. Telephone, Fax and other communication costs connected with ISC business incurred by ISC Bureau Members and ISC Officers.

DOCUMENTATION REQUIREMENTS

In addition to the duly completed claim form (the Expense Summary Form can be obtained from the ISC website or the ISC Finance Secretary) all expenses must be fully documented and justified as defined for each expense. All claims must be supported by receipts. The claim form and receipts must be sent by email in scanned digital form to the ISC Finance Secretary.

APPROVAL PROCESS

Any expense claim made by the ISC Finance Secretary, in whatever capacity, must be approved and endorsed by the ISC President.

Any other expense claim must be approved and endorsed by the ISC Finance Secretary or the ISC President.

Any FAI Judge or Jury Member making an expense claim, must be verified against the official list of FAI Judges and Jury Members for that competition, which must be prepared by the FAI Controller and provided by him/her to the ISC Finance Secretary confirming their presence at the competition, their official attendance period and the name and date of the FCE. *Note: This is also defined in the FAI Controller Handbook*

Expense claims, together with supporting documentation, must be presented to the ISC Finance Secretary and/or the ISC President, who, if the claim is found to be reasonable and proper, will approve and endorse it and forward it to FAI Secretariat for payment. A PDF Claim Form is provided for download on the ISC web site. FAI Secretariat may only make payment of claims that are properly approved and endorsed by the ISC Finance Secretary or ISC President, as appropriate.

CLAIMANT RESPONSIBILITY

It is the responsibility of claimants to submit their expense claims directly to the ISC Finance Secretary using the PDF form provided on the ISC website. No hand-written forms will be accepted. The receipts must be in scanned digital form.

All claims must be submitted with three (3) months of the official completion of the Claimant's most recent competition or the claimant's stated return to their normal place of residence or, if fewer than three months remain, then by 31 December in the year of the claim, or no reimbursement shall be made. Claims under review are exempt from these deadlines.

ISC FINANCE SECRETARY/ISC PRESIDENT RESPONSIBILITY

The ISC Finance Secretary or ISC President will verify that a claim is in accordance with ISC Policy and may then endorse it, after which the FAI Office will be requested and authorised to make payment of the claim. The claim and all relevant supporting documentation will be given to the FAI.

TRAVEL COST REIMBURSEMENT

The travel costs to be reimbursed are those incurred in travel to and from the claimant's normal place of

residence. Judge and Jury travel will be subject to a maximum reimbursement (excluding visa costs) as follows:

Travel within Home Country	400 €
Travel within a Continental Region	600 €
Travel between Continental Regions	1.800 €

(1) For the purposes of SC5 4.1.4.3 (Judges) and 4.7.1.10 (Jury), when a private vehicle is used for the entire journey from the place of normal residence to the site of the FCE, the amount reimbursed may not exceed the lowest cost appropriate airfare and/or public ground transportation for the same journey, subject to the reimbursement schedule above. The claimant must provide documentation to substantiate the airfare/ground travel cost for the claim to be processed for payment.

Where a private vehicle is used to travel to an airport or train/bus station as part of the journey from the normal place of residence to the site of the FCE, the reimbursement will be in accordance with the table below.

(2) Where independent transportation is not provided by the Organiser, the Jury President at an FCE is permitted to rent a car or to make use of a private vehicle so that the Jury may perform its duties and will be reimbursed for the cost of the rental car (including fuel and road tolls etc.) in accordance with the table below. Any exceptions or variations to this provision must be authorised by the ISC Bureau. Car rental quotes used to substantiate the need must include all taxes and projected fuel costs and tolls, to advise the total amount required. The Jury-hirer must agree to transfer all three Jury personnel to and from the airport/station using the Jury rental car. This must not include an overnight stay in a hotel to meet up with a missing/late arriving Jury member.

(3) For the purpose of payment of travel claims made by ISC Officers (President, Bureau Members, appointed Officers, etc.), when a private vehicle is used, the amount reimbursed may not exceed the lowest cost appropriate airfare and/or public ground transportation for the same journey. The claimant must provide documentation to substantiate the airfare/ground travel cost for the claim to be processed for payment.

Where a private vehicle is used to travel to an airport or train/bus station as part of the journey, the reimbursement will be in accordance with the table below.

(4) Where a claimant is entitled to make more than one claim by reason of serving in some capacity at more than one ISC event during one trip away from the normal place of residence, the claimant will be reimbursed once only for the expenses incurred in travel to and from the normal place of residence and may also claim expenses incurred for travel from the site of one event to the other event. If a claimant is entitled to claim expenses other than travel, any particular expense may be claimed and reimbursed only once.

(5) Travel insurance paid by the Claimant is not reimbursable.

(6) Accommodation costs are not considered to be a reimbursable travel expense. However, one night's accommodation cost will be reimbursed in the following circumstances:

- a) where a claimant can demonstrate with documented proof, that the cost of a particular flight, without any overnight accommodation, is greater than the aggregate cost of an alternative flight and one night's accommodation.
- b) where a claimant can demonstrate with documented proof that a particular flight schedule requires an overnight stop en route

(7) Car hire, other than that allowed for the Jury per (2) above, will only be considered in exceptional circumstances and with the prior authorisation of the ISC Bureau. Car rental quotes are subject to the conditions of (2) above.

8) If the travel cost reimbursement is not in respect of Judges and Jury the Claimant may be reimbursed the airfare component of the travel costs in advance of the actual travel dates. The Claimant is required to take out travel insurance for cancellation and in the event of cancellation of the intended travel, is then required to reimburse to ISC the full amount of the prepayment.

9) Where the travel costs to be claimed are in respect of a journey that is part of a longer more extensive trip, some of which is not connected with ISC business, the lowest cost economy airfare entitled to be claimed may be substantiated by either

- a) an independent travel agent quote made at the time of the actual travel, or
- b) the cost of travel for the same journey made by another person connected to ISC, or
- c) a quote from an airline website for the airfare for that specific journey.

This substantiation in a), b) and c) must be for the identical journey and direction of travel – outbound from the residence of the claimant and return to that residence – using the same dates as the actual travel.

10) The “lowest cost economy airfare” means that airfare that is the lowest non-stop non-refundable fare available for the actual dates for the travel undertaken. If a non-stop flight is not available, it means the lowest non-refundable fare for a flight with the least number of stops, subject to paragraph 6 above. If a ticket receipt is not available, the amount claimed may be substantiated by either:

- a) an independent travel agent quote made at the time of the actual travel, or
- b) the cost of travel for the same journey made by another person connected to ISC, or
- c) a quote from an airline website for the airfare for that specific journey using the same travel dates.

This substantiation in a), b) and c) must be for the identical journey and direction of travel – outbound from the residence of the claimant and return to that residence – using the same dates as the actual travel.

11) The “lowest cost economy train ticket” may be substantiated by either:

- a) the cost of travel for the same journey made by another person connected to ISC, or
- b) a quote from a railway company website for the train fare for that specific journey using the same travel dates.

Claim	Reimbursement	Justification**
Airfare	Lowest cost economy airfare – see notes 9 and 10 above	Ticket receipt– see notes 9 and 10 above
Train	Lowest cost economy ticket	Ticket receipt- see note 11 above
Car Rental	Compact category	Final Bill with copy of prior authorisation from ISC Bureau
Private Vehicle used for entire journey	ISC rate (€0.37/km) plus tolls. However the amount paid may not exceed the lowest cost economy airfare and/or train/bus fare, including travel to and from airport/station, for the same journey - see notes 1 and 3 above	Clearly identifiable Google (or other travel planner) printout indicating route, distance and tolls. Clearly identifiable printout(s) from a reputable internet site of lowest fares (air or train/bus and travel to and from airport). No incidental additional costs will be reimbursed, i.e. hotel or meals
Travel to and from Airport/Train or Bus Station	Either 1)Cost of Public Transport used or 2 Cost of a taxi (maximum €74 one way) plus tolls or 3)Cost of private vehicle: €0.37/km (maximum €74 one way) plus tolls	Public Transport receipts, Taxi receipt or a clearly identifiable Google (or other travel planner) printout indicating route, distance and toll. Only one out and one return journey will be reimbursed and no car parking* (i.e. even if a third party drives the claimant, their return trip will not be covered). * Parking at airports may be reimbursed on an exception basis only, where it becomes the least cost alternative, and must be agreed in advance with the ISC Finance Secretary.
Visa	All costs connected with obtaining a visa subject to a maximum of €150	Official receipts.
(deleted)		

FOOD AND ACCOMODATION REIMBURSEMENT

Accommodation	Cost	Receipt with details if shared*
Meals	Meal costs, supported by receipts, to a maximum of 40€ / day in aggregate	Receipts

*Should a claimant share accommodation with a third party not involved in official ISC duties, only the single rate for accommodation will be reimbursed.

When a complete package is available from the Organiser of an event, it is required that the claimant takes advantage of this.

**The required receipts must be in scanned digital form

CIRCUMSTANCES NOT PROVIDED FOR

Any claim or reimbursement circumstance not provided for in this Expense Reimbursement Policy will be decided by the ISC Bureau.