



*Fédération
Aéronautique
Internationale*

ISC Expense Reimbursement Policy

2022 Edition Effective 1 March, 2022

ISC EXPENSE REIMBURSEMENT POLICY

The **2022** Edition is a new Edition retaining all ISC Expense Reimbursement Policies from the 2021 Edition and adding multiple changes caused by the new "Documentation and Procedure" section outlining expense claiming procedures implemented by FAI in 2022. Some formatting improvements have also been applied. All references to "this Policy" refer to this 2022 edition of the ISC Expense Reimbursement Policy

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, Commission Presidents' meetings, CASI Meetings or any other function where he/she represents the ISC.
2. Travel, accommodation, meal (excluding drinks of any kind), other appropriate expenses connected with the duties of a Jury Member, 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) for the Chief Judge, members of the panel of Judges selected in accordance with 4.6.1(2) by the Chief Judge, and for the Chief of Judge Training if a Judge Training Course is held at the same time, incurred 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 and other communication costs connected with ISC business incurred by ISC Bureau Members and ISC Officers.
6. Expenditure approved by the ISC Plenary.

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/ISC Jury Members and Judges" which must be prepared by the FAI Controllers of the various competitions and provided by them to the ISC Finance Secretary confirming the presence of the official Jury and Judge members at the competition, their 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 in accordance with the *Documentation and Procedure* section of this Policy 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 further process as required, approve and endorse it and forward it to the FAI Secretariat for payment.

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 in accordance only with the *Documentation and Procedure* section of this Policy. No other format or forms will be accepted, including previous years' Claim Forms, handwritten claim forms, or handwritten receipts.

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 this Policy, and with the *Documentation and Procedure* section of this 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.

DOCUMENTATION and PROCEDURE (new Section in 2022 – FAI process under review)

Every claim must include:

Requirement:	Explanatory Notes for 2022:
1. A completed electronic (Excel) Expense Claim Form (ECF) completing all relevant <u>blue</u> cells.	<i>The current version of the (Excel) Expense Claim Form can be obtained from the ISC website or the ISC Finance Secretary.</i>
2. All Expenses claimed must be converted to either Euros, for Euro claimants, or Swiss Francs-CHF, for everyone else.	<i>Claimants will be refunded in their local bank's currency by their own bank, but must submit their claims in one of the two FAI currencies. For 2022 while this is being trialled, Claimants may request small adjustments for expected currency losses or bank fees charged, so that the ISC Finance Secretary may make these adjustments for them +/- €20.</i>
3. Receipts and other documents which fully support and justify the claim being made for each expense in line with this Policy.	<i>As always. No receipt, map, itinerary, conversion, etc, = no payment.</i>
4. Receipts and other documents must be <u>numbered</u> where possible (or named to match the corresponding line number) to match the <u>same line number</u> in the Expense Claim Form which makes that claim. e.g.: Line 2, Line 3, Line 4 etc, must appear on, or with, every supporting document.	<i>Hand-numbering is fine. Document naming is fine. This is for machine readability and cross-referencing by the accounting system. e.g.: <u>Line 2</u> in ECF must have '2' written on the supporting receipt, (or the scanned digital receipt must be named "Line 2 – Flight ticket" (for example)) and also place or name "Line 2" on any currency conversion supporting page as required.</i>
5. Receipts and other documents must be described in English or comprehensible by a reasonable English reader as to their purpose.	<i>Explain what each document relates to, what it is. Hand written descriptions on the receipts are fine.</i>
6. Proof of all currency conversions claimed must be provided by including either a printout from <u>xe.com</u> (to either EURO or CHF) or the actual payment taken from a claimant's bank account, (converted to EURO or CHF as required). Currency conversion documents must show the exchange rates used and both currencies. These documents must be numbered in accordance with 4 above.	<i>Use <u>xe.com</u> to convert from the expense currency to Euro or CHF claims. Screenshot or print that conversion page. Include it only once if only one currency is being converted to one other for one Claim. Actual converted sums charged to claimants' bank accounts also will provide sufficient proof. Exclude personal and banking details and other payments from copies of bank statements for Privacy reasons.</i>
7. The Expense Claim Form must be sent by email as a "live" Excel file to the ISC Finance Secretary.	<i>Upon receipt, the Finance Secretary has other processing to do on the Excel workbook. Please ensure these are "live" Excels, i.e: not scanned, nor a pdf nor a screenshot or they will be returned.</i>
8. All supporting documents must be sent by email as <u>individual named files</u> to the ISC Finance Secretary. Documents must not be assembled into a single pdf.	<i>Do not pre-assemble into one large file. The documents have to be presented to FAI's machine reader in a particular sequence. Large pre-assembled pdfs will be returned.</i>

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
- an independent travel agent quote made at the time of the actual travel, or
 - the cost of travel for the same journey made by another person connected to ISC, or
 - 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:
- an independent travel agent quote made at the time of the actual travel, or
 - the cost of travel for the same journey made by another person connected to ISC, or
 - 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:
- the cost of travel for the same journey made by another person connected to ISC, or
 - a quote from a railway company website for the train fare for that specific journey using the same travel dates.

<i>Claim</i>	<i>Reimbursement</i>	<i>Justification**</i>
Airfare	Lowest cost economy airfare – see notes 9 and 10 above	Ticket receipt and itinerary– 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.

FOOD AND ACCOMODATION REIMBURSEMENT

Accommodation	Actual 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.

**All required receipts must be in scanned digital form.

CIRCUMSTANCES NOT PROVIDED FOR

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