



2020/2021 Season IIHF EXPENSE GUIDELINES

IIHF STAFF MEMBERS

*These Expense Guidelines become effective on 1 July 2019.

IIHF Expense Guidelines IIHF Staff Members



Preface

These Expense Regulations are valid for all representatives officially assigned by the IIHF.

The contents of the Expense Regulations supersede any and all previous versions of IIHF Financial Regulations.

**IIHF Expense Guidelines
IIHF Staff Members**



- A. EXPENSES 4**
 - General Rules and Remarks 4
 - 1. Daily Allowance 5
 - 2. Travel Costs 6
 - 3. Accommodation 6
 - 4. Subsistence Costs 7
 - 5. Entertainment and Hospitality 7
 - 6. Other Costs 7
- B. GUEST MANAGEMENT 8**
 - 1. Invitations 8
 - 2. Tickets and Hospitality Passes 8

IIHF Expense Guidelines IIHF Staff Members



A. EXPENSES

General Rules and Remarks

It is in the interests of the IIHF and its Members, to keep the expenses as low as possible. For claiming refund, the standard IIHF Expense Report form (Appendix 1) has to be completed individually for all assignments or events. The completed and duly signed form including all related receipts has to be submitted (preferably electronically) to the IIHF Financial Department within two weeks after completion of the respective assignment or deployment. Refunds are generally made in Swiss Francs and will be transferred directly to bank accounts only. No cash payment in any currency will be conducted.

It is the responsibility of all recipients of payments to adhere to the national tax laws of the country where they reside.

Expenses in terms of this policy are defined as follows:

1. Daily Allowances
2. Travel expenses
3. Accommodation costs
4. Subsistence costs
5. Hospitality costs
6. Other costs

Unless otherwise specified in these regulations, only the effective expenses will be refunded.

IIHF Expense Guidelines IIHF Staff Members



1. Daily Allowance

The daily allowance will only be paid for IIHF approved invitations or assignments to meetings, congresses, tournaments and other events. The allowances will be paid for the duration of the invitation or assignment including travel days. Entitled for allowance are the following days:

- First Day: Departure day at home (departure date on the flight or train ticket)
- Last Day: Arrival day at home (arrival date on the flight or train ticket)

If, due to early departure or late arrival of the flight/train the representative has to stay overnight at the Airport or Train Station, the travel from/to home is not countable as travel day and no allowance will be paid for these days. The accommodation costs will be covered by the IIHF.
All exceptions from this policy have to be approved by the President/General Secretary beforehand.

If an IIHF Staff Member has an approved invitation or assignment the following daily allowance rates apply:

Assignments to			Weekdays	Sat / Sun Public Holidays
IIHF Championships	Abroad / Switzerland		CHF 100.00	CHF 300.00
IIHF Congresses	Abroad / Switzerland		CHF 100.00	CHF 300.00
Other Official IIHF Meetings / Events	Abroad		CHF 100.00	CHF 300.00
	Switzerland (outside Zurich)	Full day ¹	CHF 100.00	CHF 300.00
		Half day ²	CHF 50.00	CHF 300.00

¹ Full day: Leaving home is before 7.am and getting back home after 6.pm or staying overnight

² Half day: Leaving home is before 7.am and getting back home/to the office is within official office time or
Leaving home/the office is within official office time and getting back home is after 6.pm

IIHF Expense Guidelines IIHF Staff Members



2. Travel Costs

The IIHF Staff Members are requested to book their flights via the IIHF Office at CWT. Exceptions have to be approved by the IIHF office beforehand. In general, the IIHF only covers the travel expenses from the traveler's home address back to his / her home address. Exceptions have to be approved by the IIHF President / General Secretary beforehand.

When using the private vehicle for travel an amount of **CHF 0.70 per km** will be refunded. The maximum refund will be equal to the costs of a flight ticket in Economy Class to the same destination. The use of rental cars has to be approved by the President/General Secretary beforehand.

The IIHF also covers the parking fees at the airport or the train station up to a maximum amount of CHF 150.00 upon presentation of the original receipts. Speeding and parking tickets or other fines have to be paid by the car holder itself.

IIHF Staff Members are entitled to travel:

Airplane:	Nonstop flying time less 3hrs	Economy Class
	Nonstop flying time more than 3hrs	Business Class
Train:		First Class

3. Accommodation

Middle-class hotels can be chosen for accommodation. If not paid directly by the IIHF or the organizer of the event, accommodation expenses will be refunded upon the presentation of the valid original receipt. The IIHF will not pay for personal expenses as telephone calls, mini-bar, pay TV, laundry, Fitness tests etc. These expenses have to be marked on the respective hotel invoice and manually deducted before being submitted to the IIHF Financial Department for refund. The IIHF will cover the expenses for the internet use only if there is no free secure internet access available.

If the assignment lasts longer than 10 days, the IIHF is covering the costs for laundry services once.

IHF Expense Guidelines IHF Staff Members



4. Subsistence Costs

Effective expenses for regular meals (Breakfast, Lunch, Dinner) will be refunded only if the meals are not provided by the organizer and upon presentation of the original receipt. The refund is limited up to a maximum amount of:

Breakfast (if not included in the room rate)	CHF 15.00
Lunch	CHF 30.00
Dinner	CHF 35.00

For the World Championship and the Semi-Annual Congress Meal Money of CHF 100.00 per day (official arrival to official departure day) will be paid.

5. Entertainment and Hospitality

Expenses for entertainment and hospitality are requested to be as low as possible. The IIHF will not refund expenses, which have incurred for reasons other than IIHF business. Any expenses not deemed to be in accordance with the present regulations have to be paid personally.

Entertainment and hospitality expenses will only be refunded upon presentation of the original receipts bearing the following details: Name(s) of guest(s), Date of invitation, Purpose of invitation.

6. Other Costs

Any other costs will be reviewed individually, and the refund has to be approved by the President, General Secretary and/or Committee Chairman.

IIHF Expense Guidelines IIHF Staff Members



B. GUEST MANAGEMENT

1. *Invitations*

IIHF Staff Members are entitled to bring their partner to one IIHF Assignment or Event per season. The IIHF bears the cost for travel, accommodation and board as well as game tickets and hospitality passes where applicable and available.

Additional guests can only be invited with the approval of the General Secretary beforehand.

2. *Tickets and Hospitality Passes*

Additionally, to their own tickets and hospitality passes, IIHF will provide the IIHF Staff Members with the following:

		Tickets (only if available)	Hospitality Passes*
World Champion- ship	Preliminary Round	2 per game	on request only
	Final Round	on request only*	on request only
Other IIHF Championships		As per agreement with the organizer	

* **The request for Tickets and for Hospitality passes at the Final Round has to be addressed to the General Secretary beforehand.** The General Secretary will then decide if the tickets and/or passes can be provided and if they are free of charge or have to be paid.