



2020/2021 IIHF EXPENSE GUIDELINES

MEDICAL STAFF

(Medical Committee Member and Medical Supervisor)

*These Expense Guidelines become effective on 1 July 2019.

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Preface

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

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

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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 Guidelines, only the effective expenses will be refunded.

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1. Daily Allowance

The daily allowance will only be paid for IIHF approved invitations or assignments to meetings, congresses, tournaments and other official events. The allowances will be paid for the duration of the official 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 a Medical Staff Member has an approved invitation or assignment the following daily allowance rates apply:

	Allowance per day
Committee Meetings / Events	CHF 200.00
Medical Supervisor	CHF 150.00

The rate of the allowances is depending on the function and not depending on the position of the representative.

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2. Travel Costs

The IIHF representatives 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.

Medical Staff are entitled to travel:

Airplane:	Nonstop flying time less 3 hrs	Economy Class
	Nonstop flying time more than 3 hrs	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 presentation of the 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.

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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

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 Guidelines 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.

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B. GUEST MANAGEMENT

1. *Invitations*

Medical Staff Members are not entitled to bring their partners or to invite other guests to any official IIHF Assignment or Event at the expenses of the IIHF.

Exceptions can be approved by the President, General Secretary and Committee Chairman beforehand.

2. *Tickets and Hospitality Passes*

The Medical Staff Members are not officially invited to any IIHF Championship. Nevertheless, if they are attending on their own costs, the IIHF will provide them with the following:

		Tickets	Hospitality Passes*
World Championship	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 at the Final Round and for Hospitality passes has to be addressed to the President and/or General Secretary beforehand.** The President and/or 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.