



2020/2021 Season IIHF EXPENSE GUIDELINES

SERVICE PROVIDER (Writers / Guest Speakers / Others)

*These Expense Guidelines become effective on 1 July 2019.

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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.

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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 rerefund, 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 the 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.

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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 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 date (departure date on the flight or train ticket)
- Last Day: Arrival date (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 Service Provider has an approved invitation or assignment the following daily allowance rates apply:

| | Allowance per day |
|---------------|--------------------------|
| Guest Speaker | CHF 200.00 |
| Writer | CHF 150.00 |
| Others | CHF 150.00 |

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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.

Service Provider are entitled to travel:

Airplane: Economy 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 refundt. The IIHF will cover the expenses for the internet use only if there is no free secure internet access available.

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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 regulations have to be paid personally.

Entertainment and hospitality expenses will only be refunded upon presentation of a valid receipt 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*

Service Provider 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*

Service Provider assigned to the respective tournaments are not officially entitled to get tickets or hospitality passes for the games. Nevertheless, incoming ticket requests will be handled on a day-to-day basis upon availability of tickets.

Service Provider not assigned to the tournaments 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 | on request only | 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 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.