



IIHF EXPENSE GUIDELINES COUNCIL

January 2023

IIHF Expense Guidelines Council



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 Expense Guidelines and become effective retrospectively from **October 01, 2022**, on.

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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 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. Flat fee
2. Fixed allowances
3. Flat rate expenses
4. Travel expenses
5. Accommodation costs
6. Subsistence costs
7. Hospitality costs
8. Other costs

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

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1. Flat Fee

The flat fee covers the expertise and willingness to take over the risk (exposure of liability) and the responsibility for the strategic, governance and financial matters of the IIHF.

The following Flat Fee apply for Council Members

President	CHF 180'000.00
Senior Vice President	CHF 25'000.00
Vice President	CHF 25'000.00
Treasurer	CHF 25'000.00
Council Member	CHF 20'000.00

These are net amounts after the deduction of the mandatory social insurance premium and the tax at source according to Swiss Law.

If the Senior Vice President is officially acting as President an additional daily allowance of CHF 650.00 net per day will be paid.

2. Fixed Allowances

The fixed allowances shall be a compensation for all assignments for official IIHF activities, meetings and events as well as for the respective preparation work and for duties outside of the regular working hours and/or on weekends, public holidays etc.

The following yearly fixed allowances apply for Council Members:

	Allowances¹
President	CHF 90'000.00
Senior Vice President	CHF 30'000.00
Vice Presidents	CHF 25'000.00
Council Members	CHF 15'000.00

Not included in the Fixed Allowances are assignments as Chairperson for official IIHF Championships. As Chairperson Council Members are entitled to claim a daily allowance of CHF 450.00 for the period of their assignment (including travel days).

¹ The fixed allowances of Council Members are subject to the Swiss Social-insurance contribution and the tax at source.

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3. Flat Rate Expenses

The flat rate expenses are covering all minor expenses up to CHF 50.00 per position. Such expenses cannot be claimed by an expense report.

The following yearly flat-rate expenses apply for Council Members

Flat Rate Expenses

President	CHF 12'000.00
Senior Vice President	CHF 9'000.00
Vice Presidents	CHF 9'000.00
Council Members	CHF 6'000.00

4. Travel Costs

The IIHF representatives are requested to book their flights through the IIHF Office. 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 to the venue and back to their 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 if the total distance is exceeding 70 km, Otherwise the costs are covered by the flat rate expenses. 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 if the fees are exceeding CHF 50.00 and 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.

Council Members are entitled to travel:

Airplane: Business Class

Train: First Class

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5. Accommodation

First or 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 valid original receipt. The IIHF will not pay for personal expenses, such as phone 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.

6. Remuneration for Meals

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

If the costs for full board are not exceeding CHF 50.00 per day the meals are covered by the Flat Rate Expenses and cannot be claimed.

7. Invitations, Entertainment and Hospitality

Council Members are entitled to bring their partners on IIHF costs to any official event with the duration of more than 5 days (excluding travel days), where they have been invited or assigned to. Costs for additional family members will not be paid by the IIHF.

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

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.

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8. Other Costs

Any other costs will be reviewed individually, and the refund has to be approved by the General Secretary.