



# IIHF EXPENSE GUIDELINES IIHF STAFF MEMBERS

**January 2023**

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# IIHF Expense Guidelines IIHF Staff Members



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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 and become effective from January 01, 2023 on.

# IIHF Expense Guidelines IIHF Staff Members



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FEDERATION

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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. 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 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 <sup>1</sup>	CHF 100.00	CHF 300.00
		Half day <sup>2</sup>	CHF 50.00	CHF 300.00

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

<sup>2</sup> 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

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## 2. Travel Costs

The IIHF Staff Members 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 General Secretary beforehand.

When using the private vehicle for travel an amount of **CHF 0.70 per km** (CHF 0.35 per km for company leased cars) 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 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:

<b>Airplane:</b>	Nonstop flying time less 3hrs	Economy Class
	Nonstop flying time more than 3hrs	Business Class
<b>Train:</b>		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, 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.

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## **4. 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

Special regulations for the main Championships and the Congresses may apply.

## **5. Invitations, Entertainment and Hospitality**

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.

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 General Secretary.