

# BIATHLON INTEGRITY UNIT

## TRAVEL EXPENSES POLICY

### 1. GENERAL REGULATIONS

- 1.1 The Biathlon Integrity Unit (BIU) is committed to reducing its environmental impact when traveling and to giving priority to online conferencing whenever possible.
- 1.2 The present Policy sets out guidelines for the monitoring and management of BIU's travel activities.
- 1.3 The present Policy applies to all BIU staff members and Contractors working on behalf of the BIU, unless otherwise specified.
- 1.4 BIU staff members are governed by Austrian law.

### 2. PROCEDURE

- 2.1 Any travel request shall be approved by the Head of the BIU.
- 2.2 The BIU Office Administrator must be contacted concerning any arrangements prior to travelling on behalf of the BIU.

### 3. TRAVEL ARRANGEMENTS

- 3.1 Unless agreed with the Head of the BIU, all travel arrangements, except for the accommodation, must be coordinated through the International Biathlon Union Project Coordinators Event Services (travel@ibu.at).
- 3.2 Unless prior agreement is sought from the Head of the BIU, all accommodation must be arranged by the BIU Office Administrator.
- 3.3 **Air travel**
  - 3.3.1. Air travel should be avoided where possible.
  - 3.3.2. Any flight lasting less than six (6) hours should be booked in Economy Class.
  - 3.3.3. Any flight lasting between six (6) to ten (10) hours may be booked in Premium Economy. If Premium Economy or equivalent is not available, the flight may be booked in Business Class.
  - 3.3.4. With the approval of the Head of the BIU, flights lasting longer than ten (10) hours may be booked in Business Class.
  - 3.2.5. No flight lasting less than one (1) hour may be booked unless it is a connecting flight to a transcontinental flight.
- 3.4 **Train travel**
  - 3.4.1. Any day train journey may be booked in First Class.
  - 3.4.2. Any overnight train journey may be booked in sleeper or couchette.

### 3.5 Car travel

3.5.1. If authorised by the Head of the BIU, a daily allowance of €0.50 per km shall be paid to the Contractors using their own vehicle for BIU business.

3.5.2. For any additional persons transported in the private car, additional €0.05 per km will be added to the daily allowance paid to the BIU staff member driving the car.

3.5.3 Parking fees, tolls or vignettes may not be reimbursed separately as they are included in the daily allowance set in Article 3.5.1 and 3.5.2.

3.5.4 As an exception to the limitation set in Article 3.5.3, parking fees incurred as a result of an appointment lasting more than one (2) hours, airport parking or an overnight parking may be reimbursed separately if they have been incurred in connection with the task assigned by the Head of the BIU and if all relevant documentation is provided.

## 4. PER DIEM ALLOWANCE

4.1 In order to be eligible for a per diem, BIU staff members and Contractors must be required to travel at least twenty-five (25) kilometres away from their residence or must stay overnight away from such residence in order to carry out a task assigned by the Head of the BIU. BIU staff members will complete the appropriate IBU per diem claim form.

4.2 For Contractors, per diem may be charged if both lunch and dinner are provided by the BIU as no expenses for breakfast will be reimbursed. Half of the applicable per diem may be charged if lunch or dinner has been provided by the IBU/BIU.

4.3 For the purposes of this Policy, any food provided by the IBU/BIU during events, including the food served in the IBU Family Club, will constitute a meal.

4.4 For Contractors, a per diem of €80.00 may be charged per travel day lasting more than six (6) hours.

4.5 For Contractors, a per diem of €70.00 may be charged per working day lasting more than six (6) hours.

4.6 For Contractors, the per diem allowance shall be paid after invoicing the BIU in accordance with the travel expenses form in effect at the time of travel.

4.7 With regards to Contractors, all taxes, duties and levies, additional expenses and any costs associated to accidents, health and retirement pension insurance are borne by the Contractors.

## 5. OTHER EXPENDITURES

5.1 5.1. Any other costs not listed above may be reimbursed if they have been incurred in connection with the task assigned by the Head of the BIU and if all relevant documentation is provided.

5.2 5.2. No other costs shall be reimbursed without the approval of the Head of the BIU.

## 6. EFFECTIVE DATE

6.1 This Policy will come into effect from \_\_\_\_\_.

6.2 This Policy shall be reviewed on the date specified by the BIU and updated if necessary.

<b>Approved on</b>	
<b>Approved by</b>	
<b>Next review on</b>	