



## ICF Expenses Policy

The ICF Expenses Policy document is a framework that covers how an ICF Board Member, employee, contractor, coach, third parties can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for the International Canoe Federation.

The ICF Executive Committee (ExCo) and Board of Directors (BoD) Members as well as employees from the headquarter (HQ) have the right to claim expenses while travelling on ICF events and meetings inline with the ICF Statutes. It is the responsibility of the employee/member to ensure that the expenses claims are reasonable. The ICF reserves the right to refuse to pay for any expenses that are not in compliance with the Expenses Policy.

Expenses can only be claimed for the days whilst working or representing ICF on international competition or meeting days: ICF events (World Cups and World Championships), as well as committee meetings and special HQ meetings (marketing, IT, finance, etc.).

**Per diems:** According to the decision of the ICF Board of Directors, Olympic, Paralympic and Youth Olympic Games, BoD, ExCo meetings and Congresses, employees and ICF members can be given per diems to cover extra costs during the days of events/meetings. Where a per diem is attributed the person cannot submit any personal expenses to the ICF whilst covered by the per diem.

No expenses for gifts, personal purchases (for travel or during the event/meeting) or various hotel services (eg. alcohol, in room movies) will be accepted by the ICF.

**Transportation:** All booking, including travel from home/office to the airport/train station, should be made in economy class at the cheapest rates that can be possibly found. If the travel itinerary changes (due to meeting/events dates changes), the price difference may be paid by the ICF at the discretion of the ICF Secretary General.

Suitable mileage can be claimed up to 0.30€/km or 0.50chf/km. Long voyages (over 100km) must be approved by the ICF in advance. Taxi receipt with a date may be reimbursed up to 50€ / travel. No trip from home to work is accepted. You can rent a car (with GPS if unfamiliar location) if it is more cost-effective than any other transportation mode. Luggage over-weight, if dated and related to any ICF travel (transportation of banners, medals, etc.), may be reimbursed.

Where land travel (eg. train, car) becomes more expensive than air travel between the two locations, the person will be reimbursed no more than the airfare price for the same voyage.

When travelling for ICF BoD meeting, ExCo meeting or Congress, transportation, taxi or parking receipt must be paid by the national federation. ICF will reimburse those fees if travelling as jury President for ICF events only.

**Meals:** paid by ICF during event days if not provided by organiser. No receipt for room services as well as alcohol (from mini bar or hotel bar) will be accepted by the ICF. Client meals/entertainment costs must include ICF business reason and show date and names of all attendees.

**Internet and Telephone:** Free-wifi should be used whenever possible. ICF will accept internet and phone bills only for business purpose. No bills for personal call or internet use will be accepted. Use of 3G and other data etc will not be repaid by the ICF.

**VISA, travel insurance, inoculations** are covered by ICF if needed for ICF events/meetings.

- Various:**
- IT and other computer devices are covered by ICF if needed during ICF events or meeting days.
  - Cleaning may be covered by ICF if travelling 7 days or more for business purpose or if going to various events in a row. As well as if luggage is lost by train/airline company.
  - Postage and various supplies needed for all ICF works can be claimed back.

**Committees:** For any advance on the committee budget, a transfer will be made only when official request (with full name, committee name, date and amount) will be received by mail. Same rules as above apply to committee members when requesting for expenses to be reimbursed. Advances will only be paid if the committees accounts are up to date and have the correct justifications for spending.

**ITOs fees:** Will be reimbursed by ICF upon reception of all the receipts and invoice. The chair is also responsible for sending updated spreadsheet with all spending including correct amounts and a list of the ITOs to reimburse with their bank details.

**Continental events and other events than ICF events:** can't be claimed to the ICF but to the National Federation of the claimer.

## **Procedure**

In order to ensure accurate accounting documentation and compliance with our financial standards, it is necessary to follow the following procedure for all reimbursement claims:

### **Invoice Requirement:**

A completed invoice ([template provided for reference](#)) must be included with each claim. The invoice serves as the primary accounting document for external reimbursements and should contain the following information:

- a. ICF Details: The invoice should be addressed to the complete address of the International Canoe Federation, without any abbreviation for the entity name. The full name should be written out.
- b. Provider Details: Clearly mention your name and address on the invoice.
- c. Bank Details: Ensure that your complete bank details are included.
- d. Amount and Currency: Clearly state the amount to be reimbursed and the currency used (**EUR** preferred).
- e. Unique Invoice Reference: Each invoice should have a unique reference number for tracking purposes.

### **Supporting Documents:**

Along with the invoice, scanned bills and receipts (clear and legible) must be submitted. If the receipts are in a different currency than the invoice, please use the [OANDA](#) exchange rate with the daily rate of the transaction date.

### **Submission:**

Send the invoice form and supporting documents as one single PDF attachment via email to your responsible contact person. Ensure that the submission is made within the specified deadlines.

### **Payment Process:**

Reimbursement will be initiated within one month of receiving the invoice, subject to a thorough review and verification of all required documentation. It is important to ensure that all necessary requirements are fully completed. In case of any incomplete invoices, they will be returned and scheduled for processing during the next payment period, leading to a delay in reimbursement.