

Reimbursement Policy for World Archery Officers

Introduction

This is the new Reimbursement Policy for World Archery Officers as adopted on **1 April 2018** by the Executive Committee that applies to all World Archery elected and appointed officers.

Expense Reimbursement

A form "Reimbursement expenses claim" (available either from our website or the World Archery Office) is to be used to detail the purpose, particulars and cost in each case and be supported by detailed receipts (i.e. credit card receipts are not sufficient) or other relevant documentary evidence. It is imperative that sufficient detail is noted on claim forms or supporting documentary evidence. Details would include:

- The purpose of the expenditure;
- The people involved (e.g. all people attending a luncheon should be named).

Any claims for reimbursement should be submitted within 2 months of the date of the expense and World Archery Office has the right to reject the reimbursement after this period.

Executive Board Members and Chairpersons of Committees can obtain CHF 200.00 per year on request to cover expenses for telephone, internet, computer consumables and other similar items. No receipts are required up to this amount but for claims over this amount, receipts for the first CHF 200.00 are required before additional expenses will be paid.

Travel

The most cost-effective way of travel should be used unless this makes travel time unreasonable.

Authorisation

Authorisation must be made **prior** to travel being undertaken, and a confirmation by e-mail or fax from the World Archery office is required.

Airfares can be arranged and paid by either the World Archery Office or the World Archery Official required to travel. The most cost-effective airfare should be obtained but arrangements are to be confirmed through the World Archery Office before final booking. For tickets under CHF 400.00, it is not required to obtain a quote from the World Archery Office. Above this amount, the full airfare amount claimed may not be reimbursed if the offer obtained by the office is substantially lower.

World Archery will reimburse travellers for excess baggage within limits.

Spouse / Family Member

Spouse and family member travel, accommodation, insurance and other expenses will not be paid by World Archery.

Mission Fee

A mission fee of CHF 200.00 *or currency equivalent in Euros or USD* per mission will be given to World Archery Officers as follows:

World Archery Officers	If appointed by World Archery
Technical Delegate	If appointed by World Archery
World Archery Delegates	If attending approved conferences

The Mission Fee is expected to cover incidentals.

In addition, World Archery will cover for:

- accommodation and meals at a reasonable amount according to the standards of the country
- transport to and from home/airport/station to and from venue and/or hotel, and visa costs should the case occurs, all this being paid either directly by World Archery or reimbursed upon receipt.

If on the same trip several meetings take place only one mission will be provided.

Motor Vehicle Use

Officials who use their vehicles for World Archery business may seek reimbursement on a World Archery form "Reimbursement expenses claim" and CHF 0.70 (*or currency equivalent*) per kilometre is reimbursed for such expense (with a maximum of CHF 400. If it is expected to exceed CHF 400, an amount needs to be agreed with the Finance Department in advance), as well as additional costs such as motorway tolls.

It is the responsibility of the claimant to ensure that their car insurance covers them for World Archery business.

Schedule of Benefits for the following World Archery Officers

President, Secretary General

Congress and Executive Board

Travel	Business flight for long haul/Economy for short haul flight. Train: 1st class
Accommodation & Meals	Number of days of the meeting* plus 1 night's accommodation

*Meetings are considered to normally last for 2 days

Economy means the lowest reasonable fare available (Non-reimbursable and change with costs)

Executive Board Members

Congress and Executive Board

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the meeting* plus 1 night's accommodation

World Championships (only when included in budget and authorised by the President)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the Championships as decided by World Archery Executive Board plus 1 night's accommodation

World Cup (only when included in budget and authorised by the President)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the World Cup as decided by World Archery Executive Board plus 1 night's accommodation

Olympic Games (only when included in budget and authorised by the President)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation	Number of days of the archery section of the Games plus 1 night's accommodation
Meals	Per Diem equivalent to the amount received by the Jury of Appeal from the OCOG

Permanent Committee Chairpersons

Congress and Executive Board (only when included in budget and authorised by the President)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the meeting* plus 1 night's accommodation

Permanent and Ad Hoc Committee Chairpersons and Members

Committee Meetings

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & meals	Number of days of the meeting* plus 1 night's accommodation

World championships (only when included in budget and authorised by the Secretary General)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the Championships as decided by World Archery Executive Board plus 1 night's accommodation

Judges

World Cup (for the 2 judges appointed by World Archery Judges Committee. Reimbursement of costs of the other judges are as agreed with Continental Association)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the event plus 1 night's accommodation paid by OC.

Judge Observer

As appointed by Judges Committee (maximum two events per year)

Travel	Economy flight/1st class train costs as determined by World Archery Office
Accommodation & Meals	Number of days of the event plus 1 night's accommodation

*Meetings are considered to normally last for 2 days

Economy means the lowest reasonable fare available (Non-reimbursable and change with costs)

Validity

This policy is valid as of 1 April 2018 and supersedes all previous versions.