



## **Federation of International Bandy (FIB)**

### **Travel Policy**

This Travel Policy (Policy) was approved by the FIB EC to define services provided / covered by FIB, in particular:

- the services and its level
- the client group authorised to receive these services and
- the events for which these services can be applied

#### **1) Services**

##### **1.1 Travel**

- Clients shall always use the most cost effective means of transport
- Flight: Most direct return Economy class ticket from the home city (or closest Airport) to the place of the event shall be purchased, with a reputable airline. 'Low cost' airlines might be considered but not preferred
- Train/bus: 2nd class return train/bus ticket shall be purchased
- Taxi: between home and airport/train/bus station, and airport/bus/train station – event taxi can be used within the same city/reasonable distance

Clients might buy their own tickets to be reimbursed, or FIB can book the tickets for the client by a Travel Agent.

##### **1.2 Accommodation and meals**

The following accommodation and meals shall be provided at the event:

- single room in a reasonable level accommodation
- 3 meals per day (alcohol not included)
- accommodation and meals shall be provided from the evening before until the morning after the event

## **2) Client groups**

The following client groups shall receive the services:

- FIB EC members
- FIB employees
- FIB Referees and Supervisors (for international travel only)
- external experts (with professional engagement)

## **3) Events**

The services shall be applied at the following events:

- FIB EC meeting
- Official meeting/event authorized by the President or General Secretary

## **4) Other expenses / exemptions**

Any other professionally reasonable expenses, or exemptions to the Policy shall be approved by the President and General Secretary together.

No other personal expenses shall be covered by the FIB.

## **5) Insurance**

FIB is not providing travel and health insurance for the client groups, individuals shall ensure proper insurance for themselves.

## **6) Reimbursement**

Requirement for reimbursement is to submit the documents to the General Secretary (by email) within 30 days after the conclusion of travel:

- ticket
- invoice
- receipt

The amount, currency, date, service, FIB and its address/individual name (if applicable) shall be clearly indicated on the document.

Approved on 27. 03. 2023