

Subject:	IPC EXPENSE REIMBURSEMENT POLICY	Annex No. -	50
Author:	Richard 'Buzz' Bennett, IPC Finance Secretary	Agenda ref. -	21.5
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*Fédération
Aéronautique
Internationale*

IPC Expense Reimbursement Policy

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IPC EXPENSE REIMBURSEMENT POLICY

ELIGIBLE EXPENSES

The IPC will reimburse the following expenses:

- 1) Travel and other out of pocket expenses for the IPC President (or his substitute) for travel to the IPC Plenary Meeting, the FAI General Conference, ASC Presidents' meetings, CASI Meetings or any other function where he represents the IPC.
2. Travel, food, accommodation and any basic visa cost incurred by the Jury Members at an FCE (SC5 4.7.1.10).
3. Travel and any basic visa cost incurred by an FAI Judge at an FCE (SC5 4.1.4.3).
4. Travel, food, accommodation and any basic visa cost incurred by an IPC Officer conducting IPC business as approved by the IPC Bureau (for example World Games or WAG Liaison Officer).
5. Telephone, Fax and other communication costs connected with IPC business incurred by IPC Bureau Members and IPC Officers.

DOCUMENTATION REQUIREMENTS

In addition to the duly completed claim form (see below), all expenses must be fully documented and justified as defined for each expense.

APPROVAL PROCESS

Any expense claim made by the IPC Finance Secretary, in whatever capacity, must be approved and endorsed by the IPC President.

Any other expense claim must be approved and endorsed by the IPC Finance Secretary or the IPC President

Any expense claim made by an FAI Judge must be verified for completeness and be approved and endorsed by the Chief Judge, confirming the Judge's presence at the competition.

Any expense claim made by a Jury Member must be verified for completeness and be approved and endorsed by the FAI Controller confirming the Jury Member's presence at the competition.

Reimbursement claims, together with supporting documentation, must be presented to the IPC Finance Secretary and/or the IPC President, who, if the claim is found to be reasonable and proper, will approve and endorse it and forward it to FAI Headquarters for payment.

FAI Headquarters may only make payment of claims that are properly approved and endorsed by the IPC Finance Secretary or IPC President, as appropriate.

CLAIMANT RESPONSIBILITY

It is the responsibility of each claimant to submit properly approved (if so required) expense claims with all the required documentation and justification directly to the IPC Finance Secretary

IPC FINANCE SECRETARY/IPC PRESIDENT RESPONSIBILITY

The IPC Finance Secretary or IPC President will verify that a claim is in accordance with IPC Policy and may then endorse it, after which the FAI Office will be requested and authorised to make payment of the claim. The claim and all relevant supporting documentation will be given to the FAI at a suitable later time.

TRAVEL COST REIMBURSEMENT

The travel costs to be reimbursed are those incurred in travel to and from the claimant's normal place of residence. Judge and Jury travel will be subject to a maximum reimbursement (excluding visa costs) as follows:

Travel within Home Country	300€
Travel within a Continental Region	400€
Travel between Continental Regions	1500€

(for this purpose, the four Asian regions will be considered as one Continental Region)

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(1) For the purposes of SC5 4.1.4.3 (Judges) and 4.7.1.10 (Jury), when a private vehicle is used for the entire journey from the place of normal residence to the site of the FCE, the amount reimbursed may not exceed the lowest cost appropriate airfare and/or public ground transportation for the same journey, subject to the reimbursement schedule above. The claimant must provide documentation to substantiate the airfare/ground travel cost for the claim to be processed for payment.

Where a private vehicle is used to travel to an airport or train/bus station as part of the journey from the normal place of residence to the site of the FCE, the reimbursement will be in accordance with the table below.

(2) Where independent transportation is not provided by the Organiser, the Jury President at an FCE is permitted to rent a car or to make use of a private vehicle so that the Jury may perform its duties and will be reimbursed for the cost of the rental car (including fuel and road tolls etc) or in accordance with the table below. Any exceptions or variations to this provision must be authorized by the IPC Bureau.

(3) For the purpose of payment of travel claims made by IPC Officers (President, Bureau Members, appointed Officers etc.), when a private vehicle is used, the amount reimbursed may not exceed the lowest cost appropriate airfare and/or public ground transportation for the same journey. The claimant must provide documentation to substantiate the airfare/ground travel cost for the claim to be processed for payment. Where a private vehicle is used to travel to an airport or train/bus station as part of the journey, the reimbursement will be in accordance with the table below.

(4) Where a claimant is entitled to make more than one claim by reason of serving in some capacity at more than one IPC event during one trip away from the normal place of residence, the claimant will be reimbursed once only for the expenses incurred in travel to and from the normal place of residence and may also claim expenses incurred for travel from the site of one event to the other event. If a claimant is entitled to claim expenses other than travel, any particular expense may be claimed and reimbursed only once.

(5) Visa costs are considered to be a cost of travel to and from the normal place of residence.

(6) Accommodation costs are not considered to be a reimbursable travel expense. However, one night's accommodation cost will be reimbursed in the following circumstances:

a) where a claimant can demonstrate with documented proof, that the cost of a particular flight, without any overnight accommodation, is greater than the aggregate cost of an alternative flight and one night's accommodation.

b) where a claimant can demonstrate with documented proof that a particular flight schedule requires an overnight stop en route

The application of this provision requires prior approval from the Judges' Committee for Judges' travel and prior approval from the IPC Bureau for travel by any other claimant

(7) Car hire, other than that allowed for the Jury per (2) above, will only be considered in exceptional circumstances and with the prior authorisation of the IPC Bureau.

Claim	Reimbursement	Justification
Air Fare	Lowest cost economy air fare	Ticket receipt
Train	Lowest cost economy ticket	Ticket receipt
Car Rental	Compact category	Final Bill with copy of prior authorisation from IPC Bureau
Private Vehicle used for entire journey	FAI rate (€0.37/km) plus tolls. However the amount paid may not exceed the lowest cost economy air fare and/or train/bus fare, including travel to and from airport/station, for the same journey	Clearly identifiable Google (or other travel planner) printout indicating route, distance and tolls. Clearly identifiable printout(s) from a reputable internet site of lowest fares (air or train/bus and travel to and from airport). No incidental additional costs will be reimbursed i.e. hotel or meals
Travel to and from Airport/Train or Bus Station	Either 1) Cost of Public Transport used or 2) Cost of a taxi (maximum €74 one way) plus tolls or 3) Cost of private vehicle: €0.37/km (maximum €74 one way) plus tolls	Public Transport receipts, Taxi receipt or a clearly identifiable Google (or other travel planner) printout indicating route, distance and toll. Only one out and one return journey will be reimbursed and no car parking (i.e. even if a third party drives the claimant, their return trip will not be covered)
Visa	Basic visa cost.	Official receipt. No additional expenses (i.e. photocopies, postage, visa agent) will be reimbursed

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FOOD AND ACCOMODATION REIMBURSEMENT

Accommodation	Cost	Receipt with details if shared*
Meals	Meal costs, supported by receipts, to a maximum of 40€ / day in aggregate	Receipts

*Should a claimant share accommodation with a third party not involved in official IPC duties, only the single rate for accommodation will be reimbursed.

When a complete package is available from the Organiser of an event, it is required that the claimant takes advantage of this.

CIRCUMSTANCES NOT PROVIDED FOR

Any claim or reimbursement circumstance not provided for in this Reimbursement Policy document will be decided by the IPC Bureau.

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International Parachuting Commission

Expense Claim Form. This must be submitted to the IPC Finance Secretary at his/her home address, which may be obtained from the FAI.

Personal Information	
Name:	
Address:	
Country	Postal Code:
Telephone	Fax
E Mail	
Reason for Claim	

Bank Information (For Wire Transfer)
Bank Name:
Account Name:
Swift Code :
Iban Code :
Account Number:
Bank Address:

Expense Summary		
Description	Amount (Specify Currency)	Subtotal €
	Total	€

Notes: Reimbursement will be made in the currency requested. The Expense Summary **must be supported by original receipts** for all expenses claimed.

In which currency do you wish reimbursement _____

Signature of Claimant: _____ Date _____

Approval (not to be given without receipts attached) _____

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International Parachuting Commission

Expense Claim Form for Judges. This must be submitted to the IPC Finance Secretary at his/her home address, which can be obtained from the Chief Judge or Judges' Committee Chair

Personal Information		
Name:		
Address:		
Country		Postal Code:
Telephone	Fax	
E Mail		
FCE Attended		
Bank Information (For Wire Transfer)		
Bank Name:		
Account Name:		
Swift Code :		
Iban Code :		
Account Number:		
Bank Address:		
Expense Summary		
Description	Amount (Specify Currency)	Subtotal €
	Total	

Notes: Reimbursement will be made in the currency requested. The Expense Summary **must be supported by original receipts** for all expenses claimed.

In which currency do you wish reimbursement _____

Permitted Maximum € _____ Verified Amount _____

Signature of Claimant: _____ Date _____

CJ Approval (not to be given without all receipts attached) _____