



**INTERNATIONAL HOCKEY
FEDERATION**

EXECUTIVE BOARD

EXPENSE REIMBURSEMENT POLICY



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1 Travel Policy

1.1 Flight Class & Fares

Travels for Board meetings or as FIH Representatives are entitled to Business class for journeys in excess of six hours and Economy class for journeys of less than six hours.

When the date of a meeting / event is confirmed, the FIH Travel Coordinator will contact each Executive Board member to check the best option between the FIH air fare suggested and the ticket that the Executive Board member could obtain by booking from the home country. A decision needs to be taken within 48h.

For the Executive Board members who decide to manage their own travel, FIH will reimburse real cost upon presentation of the invoice and the copy of the receipt of flight tickets, but only up to the price of the air fare suggested by the FIH Travel Coordinator. Please be informed that only bookings made through FIH can benefit from the needed assistance in case of any cancelation or change made by the airline companies.

An Executive Board member may extend their stay for personal/other professional travel or add a personal/other professional travel leg to a FIH professional itinerary while clearly distinguishing between FIH and personal expenses. The request will be accommodated provided it is sent at the same time as the original travel request and has been approved by the Director General. If the cost of a combined professional/personal itinerary is less than the cost of a FIH professional-only fare, there is no cost to the Executive Board member. If it is more expensive, the difference should be paid by the Executive Board member to the FIH no later than 30 days after the trip has been booked.

Any additional costs for booking a seat on a plane, in-flight entertainment, phone, alcoholic beverages or to upgrade ticket, or use airmiles to purchase an upgrade, will be at the Executive Board member charge.

Managing the Executive Board member's airline miles account is the responsibility of the member. Airline miles and frequent flyer points earned during professional travel are retained to the Executive Board member. The most cost-effective bookings must be made even when the member cannot gain miles.

Any change to an existing booking will not be covered by the FIH, excepted when requested by the FIH and approved by the Director General. When the tickets are booked via the FIH, those changes must be made through the FIH Travel Coordinator or via the CWT 24H Services (+ 41 58 322 28 32) for urgent matters, when outside office hours.

1.2 Train

First class tickets are reimbursed.

Where possible train tickets will also be booked with the FIH Travel Coordinator.

1.3 Personal Car

An allowance of CHF 0.70 per km will be reimbursed. This would constitute distance from home/work to meeting venue and return, providing it is not more than air or train fare for the same distance. Any additional travel required would need to be discussed with the FIH Operations Manager.



1.4 Public Transportation / Taxi

The cost for travel on trams/bus/metro are reimbursed upon presentation of receipts/tickets. Reasonable costs for taxi transport, when other means of transport are not available, or deemed impractical, will be reimbursed.

1.5 Passport & Visas

Passports are considered a personal document and all related costs are paid by the Executive Board member who should check that it is current, with at least six-month validity, and three blank visa pages.

The FIH Travel Coordinator will inform the Executive Board member when a visa is required, however it is the Executive Board member's responsibility to apply for a visa in time and to collect it from the Embassy. If a visa is required, it will be reimbursed by the FIH.

2 **Accommodation Policy**

This will be booked and paid directly by the FIH on a single occupancy, Bed & Breakfast basis with arrangement for meals as organized by the Operations Manager.

Supplementary requirements (double rooms, extra nights) will be entirely at the charge of the Executive Board member and should be paid directly to the hotel upon check-out.

Please note that any incidental expenditure e.g., bar tab, phone calls, broadband, dry cleaning, will not be covered and should be paid directly to the hotel upon check-out.

For EB meetings beginning at 09:00 single room accommodation will be provided the night before the first meeting. Accommodation may also be required the night after the last meeting depending upon people's travel schedules. This is known as "the required duration of stay" i.e., the period of time necessary to facilitate the success of the meetings.

Please note that last minute changes can result in the FIH either having to pay the empty room or a cancellation fee. Although at times this situation is unavoidable, it is requested that Board members are attentive to this situation.

3 **Meals Policy**

All actual and reasonable expenses will be covered by FIH for the required duration of stay whenever the food is not provided by the FIH or on the Event. The cost of the meal will be reimbursed upon presentation of receipts only.

4 **Reimbursement Policy**

Taking into account the FIH's general principles, the following rules for reimbursement apply:

- Expense claims are made with the [FIH Reimbursement Claim Form.xlsm](#)
- Reimbursement claim forms should be submitted after the occurrence or at least once a month and must be submitted no later than 30 days after return. The reimbursement claim form must be presented with corresponding receipts to the Operations Manager. To be accepted for reimbursement the claims must be sent within the required time



limit. Once approved, the Operations Manager will give the reimbursement claim to Finance for payment.

- The receipts attached to the expense claim must be original documents (scanned or hardcopies), such as receipts, invoices, credit card receipts or vouchers, tickets for transport.
- The exchange rates applied for the reimbursement of costs correspond to the rate on the day of the transaction or the average rate for the required duration of stay (see www.xe.com)

It is the responsibility of each Board member to ensure that these guidelines are respected.

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5 Other Expenses

Any extraordinary expense or any exception to this policy must be fully justified to be reimbursed.

6 Entry into force

This Executive Board Expense Reimbursement Policy is an integral part of the Executive Board Policies and enters into force on 19 October 2023 and immediately and entirely replaces any previous policies.