

WORLD TRIATHLON EXPENSE CLAIM RATES AND PROCEDURES

World Triathlon			
EXPENSE CLAIM RATES AND PROCEDURES			
	Position	Principle	Rate/amount
1) Travel related expense claims			
Airfare	President	Reasonable Business Class airfare - as per claim	
<i>Note: Bookings should preferably be made through TRI travel agent - Nirvana, except if ticket price can be obtained from own travel agency cheaper than quote from Nirvana. For business class tickets a quote must be obtained through Nirvana</i>			
	Committee Chairs	Reasonable Economy Class airfare	
	EB Members	Reasonable Business Class airfare	Max. USD 10,000
	Technical officials	Reasonable Economy Class airfare	
	Secretary General	Reasonable Business Class airfare	Max. USD 10,000
	Staff	Reasonable Economy Class airfare	
Travel Visa	All	As per claim	
Taxi	All	As per claim	
Uniform	EB Members	Standard allowance for every year	
Uniform	Staff	Standard allowance for every year	
Local travel	All	As per claim - mileage claim	US\$ 0,25 per km
	All	Taxi fare claim - standard allowance	
	All	Toll and parking - As per claim	

Accommodation	President	Suite - as per claim	
	Technical officials	Twin sharing basis - as per claim	
	EB Members	Standard single room - as per claim	
	Staff	Standard single room - as per claim	
Daily allowance	President	Maximum from the day of travel to the day of arrival	€UR 100 per day
	EB Members	Maximum from the day of travel to the day of arrival	US\$ 70 per day
	Classifiers	Maximum from the day of travel to the day of arrival	US\$ 70 per day
	Technical officials	Maximum two days before and one day after the tournament	US\$ 70 per day
	Staff	Maximum from the day of travel to the day of arrival	US\$ 70 per day
2) Administrative related expense claims			
Phone, mobile phone, internet charges and other Secretariat Support material			
	Technical officials	As per claim	
	Staff	As per claim	
Other secretariat support material	Staff	As per claim	