



## **TRAVEL EXPENSES POLICY**

### **1. INTRODUCTION**

This document outlines and explains World Triathlon's Travel Expenses Policy in relation to all travel expenses linked to World Triathlon activity and that are covered by World Triathlon.

The Policy applies to the traveller (herein after referred to as "**Traveller**"):

- Staff
- Contractors
- Executive Board (EB)
- Officials, classifiers and facilitators
- All other stakeholders including NFs

### **2. FLIGHT TICKETS**

The World Triathlon Official Logistics and Travel Partner is in charge of dealing with the booking and purchasing of the flight tickets.

The Traveller must provide the logistic partner with the relevant information required for booking the flight and the arrangement of the trip. This needs to include the full name and identification documents of the Traveller.

It is required to choose the most direct, cheapest flight, with the lowest carbon footprint emissions.

All travels booked by World Triathlon Official Logistics and Travel Partner are covered by the Air Plus insurance.

In cases where the Travel Partner is unable to obtain the cheapest flight ticket, the traveller is authorised to book the flight independently without the Travel Partner. Any costs paid by the Traveller shall be refunded by World Triathlon on provision of the invoice and completion of the expenses form. In such case, the traveller is informed that he/she is NOT covered by the World Triathlon travel insurance.

The grant/ticket for NFs to attend the Election Congress will be booked with the official Travel Partner or by reimbursement of the cheapest economy flight ticket, calculated by World Triathlon Staff.

The flight tickets must be approved by the Head of Department when the Traveller is staff and/or employee and by the Secretary General when the Traveller is an EB member.

Flights must be in economy class. Upgrades using the points accumulated on the frequent traveller cards may be approved by the Secretary General.

First/Business Class travel, when authorised by the Secretary General, is permissible for EB Members for flights exceeding 9 hours.



### 3. OTHER TRANSPORTATION

World Triathlon also covers all other means of transport of the Traveller: bus, train, vehicle

In case of the use of a private vehicle, World Triathlon will reimburse the sum of 0.25 USD/Km and any tolls applicable. The route should be the most direct one, prioritising the use of highways.

Transportation from the airport to the hotel/home and vice versa shall be reimbursed by World Triathlon on provision of the invoice and accompanying expenses form.

### 4. ACCOMMODATION

If the Traveller requires accommodation outside of a World Triathlon event, it should be booked and paid for by World Triathlon. The room shall include breakfast.

Any costs paid by the Traveller should be refunded by World Triathlon on provision of the invoice and accompanying expenses form.

### 5. PER DIEM

For all travel, World Triathlon pays a per diem of 70 USD per day to the Traveller. The per diem is paid from the first day of departure until the last day of the business trip. The Traveller is responsible for including these in the relevant expenses form. The per diem is intended to cover the Traveller's meals for the duration of the trip.

Except for the Executive Board Meeting, Executive Board Members will also receive the per diem for their travel with World Triathlon.