

## IBU RULES FOR TRAVEL EXPENSES

### **1. General Regulations**

Travel expenses will be reimbursed by the IBU to persons who are traveling on behalf of the IBU if their travel was requested or approved by the IBU beforehand and was necessary to fulfill a task according to the IBU rules or serving IBU interests.

### **2. Procedure**

In general, all travel activities must be approved by the IBU Secretary General in advance, except for travel activities of IBU Executive Board members, who need the consent of the VP of Finances. The IBU HQ is to be contacted concerning any arrangements for travelling on behalf of the IBU.

### **3. Reimbursement principles**

Air fares:

For flights lasting less than 6 hours:	Economy Class ticket
For flights lasting longer than 6 hours:	Economy Class or Business Class as appropriate

Train ticket:

First Class. Overnight: sleeping carriage.

Allowances when using a private car:

€ 0.50 per km — however the total refund must not exceed the costs of an economy flight ticket. When additional persons are transported, an additional € 0.05 per km per person will be refunded.

### **4. Per Diem Allowance**

IBU Officials, Committee members:	€ 50.00 per travel day / 35 € per work day.
IBU Functionaries and Staff:	according to the IBU travel regulations as adopted in 2007.

### **5. Accommodation**

Accommodation shall be arranged or recommended by the IBU.

### **6. Other expenditures**

Any other costs exceeding the aforementioned categories will only be reimbursed if they have been incurred in connection with the travel purpose and if all relevant documentation is provided.

### **7. Effective Date**

These rule come into effect as of November 2011