

## Travel & Expense Policy

### 1. Expenses

- a. All expenses must be in-line with the Finance policy.
- b. World Boxing staff have the right to claim expenses while travelling on World Boxing events and meetings. It is the responsibility of the staff or member to ensure that the expenses claims are reasonable. World Boxing reserves the right to refuse to pay for any expenses that are not in compliance with the Expenses policy in the Finance Policy.
- c. Expenses can only be claimed for the days whilst working or representing World Boxing on international competitions or meeting days (World Cups and World Championships, Executive Board, Congress), as well as any special meetings (marketing, IT, finance, etc.).
- d. Travel expenses for World Boxing Staff must be submitted to the Secretary General for approval and reimbursement, subject to the Delegation of Authority provisions. If an expense reimbursement system has yet to be established, this should be done over email

### 2. Per Diems

- a. For all World Boxing events approved by the Executive Board (e.g., specified competitions), Executive Board meetings, and Congresses, a per diem may be granted to staff and office bearers, officials, or other agents as deemed necessary to cover extra costs during the days of events/meetings. Where a per diem is attributed, the person cannot submit any additional personal expenses or related expenses incurred aside from any travel and lodging related expenses specified by the Secretary General. The Executive Board will determine the level of per diem but it cannot exceed 200 Euros per day.
- b. No expenses for gifts, personal purchases (for travel or during the event/meeting) or various hotel services (e.g. alcohol, in room movies) will be accepted by World Boxing.
- c. An expense should be supported by appropriate receipts. All expenditures are to be approved in accordance with this section on Expense Reimbursement.
- d. If expenses are not completed and submitted within a 60 day deadline World Boxing will consider the costs as private expenses and the individual will need to pay the debt.

### 3. Transportation

- a. All booking, including travel from home/office to the airport/train station, should be made in economy class at the cheapest rates that can be reasonably found. If the

travel itinerary changes (due to meeting/events dates changes), the price difference may be paid by World Boxing at the discretion of the Secretary General.

- b. Airfare policies will be determined by World Boxing Executive Board.
- c. Suitable mileage can be claimed up to 0.40€/km or 0.50chf/km. Long journeys (over 100km) must be approved by World Boxing in advance and can be compared with airfare costs if that is available.
- d. Taxi receipts with a date may be reimbursed up to 50€ / travel. No trip from home to work is accepted.
- e. Car rental is accepted if it is more cost-effective than any other mode of transportation.
- f. Overweight luggage, if related to World Boxing activities (transportation of banners, medals, etc.), may be reimbursed on approval of the Secretary General.
- g. Where land travel (e.g. train, car) becomes more expensive than air travel between the two locations, the person will be reimbursed no more than the airfare price for the same voyage.
- h. For Office Bearers of National Federations, when travelling for Executive Board meetings or World Boxing Congress, transportation, taxi or parking receipts must be paid by their respective National Federation. Food and lodging for World Boxing office bearers will be covered by World Boxing for the duration of these meetings. World Boxing staff who incur these expenses will be paid by World Boxing.

#### **4. Meals & Lodging**

- a. Food, soft drinks and lodging costs will be covered by World Boxing for Executive Board meetings and Congresses. No receipt for room service, personal entertainment or alcohol (from mini bar or hotel bar) will be accepted by World Boxing.
- b. Client meals/hospitality costs must have a justified World Boxing business reason and show date and names of all attendees on the expense.

#### **5. Telephone & Internet**

- a. Free wi-fi should be used where possible. World Boxing will accept internet and phone bills only for World Boxing business purpose. No bills for personal call or internet use will be accepted. Use of 3G/4G and other data etc. will not be repaid by World Boxing and requires approval from the Secretary General in advance.

#### **6. Various Expense Rules**

- a. Garment Cleaning may be covered by World Boxing if travelling 5 days or more for business purposes or if attending consecutive events. If a per diem is provided for the activity, then this expense cannot be claimed for.
- b. Visa, travel insurance, inoculations for staff members are covered by World Boxing if needed for World Boxing events/meetings.

## 7. Committees & Commissions

- a. For any advance on the committee budget, a transfer will be made only when an official request (with full name, committee name, date and amount) has been received by the designated staff member. The same rules as above apply to committee members when requesting for expenses to be reimbursed. Advances will only be paid if the committee's accounts are up to date and have the correct justifications for spending.

## 8. ITOs, R and J's Expenses

- a. Expenses will be reimbursed by World Boxing (or organiser) upon reception of all the receipts and expenses claim forms. The Sport and Competition Committee Chair is also responsible for sending an updated spreadsheet with all spending including correct amounts and a list of the ITOs R and J's to reimburse with their bank details.

## 9. Expense Reclaim Procedures

- a. All expense claims must contain only one claim form (with the correct currency amounts) duly completed and signed, and the original bills and receipts. Clear and legible scanned copies will only be accepted. The correct budget code and budget line item must be recorded for each expense. All documents must be sent to the Secretary General or the Finance Manager.

## 10. Activities Outside of World Boxing

- a. Any activity or event outside of World Boxing jurisdiction or sanction is not subject to the expenses policy and no finance can be claimed from World Boxing.

### Policy version and revision information

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