# Officials Travel & Per Diem Policy

## International Technical Officials

Effective date : 01.11.2026

### 1. Purpose and scope

1.1. This Policy sets out the rules governing per diem allowances, eligible travel-related reimbursements and payment administration for International Technical Officials (ITOs), (hereinafter collectively referred to as *Officials*, and individually as *Official*) appointed to World Boxing competitions and events (hereinafter, *Event*). It aims to ensure consistent treatment, clear financial controls and practical payment arrangements.

1.2. This Policy applies to Officials appointed by World Boxing. It does not apply to officials engaged, appointed or remunerated directly by an Event organiser under a separate arrangement, unless expressly stated otherwise.

1.3. This Policy is subject to the World Boxing Statutes, applicable World Boxing Rules and Policies, budgetary approvals and applicable law.

### 2. Eligibility and approval

2.1. Per diem allowances and travel expense reimbursements are not automatic. They are payable only where the Official has been appointed to the Event, has fulfilled the official assignment, and has submitted a complete and timely payment request in accordance with this Policy.

2.2. World Boxing shall prepare an attendance record for each Event and submit it to the World Boxing Finance Department at the end of the Event.

2.3. The number of eligible days must be approved by World Boxing based on the official Event assignment, the Event programme and the attendance record.

2.4. Any exceptional expense or any expense not expressly eligible under this Policy requires prior written approval from World Boxing Finance Department. Any such expenses incurred without such approval may be rejected and not reimbursed.

### 3. Per diem allowance

3.1. The standard per diem allowance is EUR 100 per eligible day. Technical Delegates are entitled to a per diem allowance of EUR 150 per eligible day at World Boxing Events and EUR 100 per eligible day at all other events.

| Role | Daily Per diem allowance |
|---|---|
| **Technical Delegate** | 150 EUR (for World Boxing Events only) |
| **Deputy Technical Delegate** | 100 EUR |
| **Draw Commissioner** | 100 EUR |
| **R&J Evaluator** | 100 EUR |
| **Ringside Doctor** | 100 EUR |
| **R&J Coordinator** | 100 EUR |
| **Equipment Managers** | 100 EUR |
| **Cut Technicien** | 100 EUR |
| **Referee & Judge** | 100 EUR |

3.2. Travel days necessary to travel to and/or return from the Event venue are included in the eligible per diem days, provided that they are directly connected with the official assignment as approved by World Boxing.
3.3. The per diem allowance is intended to cover ordinary subsistence and incidental personal expenses. It does not cover expenses that are separately eligible for reimbursement under Article 4.

## 4. Eligible reimbursable travel expenses

4.1. Officials shall select the most **economical and reasonable travel option available** at the time of booking, taking into account transport availability, schedules, visa and entry requirements, accessibility needs and applicable fare conditions.
4.2. The following expenses may be reimbursed upon presentation of valid receipts or equivalent proof of payment:

| Expense | Reimbursement conditions |
|---|---|
| **Visa / compulsory entry permits** | At actual cost.<br>*Any visa application processed through a third-party service provider must receive prior approval from WB.* |
| **Round-trip transport between home and the departure airport/train station** | Public transport (bus, train, metro) at actual cost<br>Taxi or equivalent service at actual cost, up to 50€ per single journey |
| **Round-trip travel by private car between home and the departure airport / train station** | Only where public transport is unavailable or not reasonably practical. Reimbursed at the mileage rate of 0,40€ per kilometre.<br>Private-car journeys exceeding 100km must be approved by World Boxing in advance and may be compared with airfare costs if these are available. |
| **Flights** | Booked and paid by World Boxing<br>Missed flights: Replacement tickets will not be covered unless due to force majeure or exceptional circumstances approved by World Boxing.<br>Self-booking: Permitted only when World Boxing cannot book directly, subject to prior written approval. Reimbursement requires receipts and supporting documents. |
| **Accommodation** | Normally arranged and paid by the Event organiser<br>*Where accommodation is not provided or paid for by the Event Organiser, reimbursement of actual costs may be approved, subject to prior written approval from the World Boxing Finance Department and applicable budgetary limits* |
| **Other necessary assignment-related travel expenses** | Only with prior written approval from World Boxing Finance Department and upon presentation of receipts |

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## 5. Ineligible expenses

Unless expressly approved in writing in advance, World Boxing will not reimburse:

- personal travel insurance;

- personal expenses, including but not limited to, alcohol, gifts, personal shopping, private entertainment, optional hotel services or personal upgrades, and costs of accompanying persons;

- expenses already funded or reimbursed by another party;

- expenses already covered by the per diem allowance;

- expenses not supported by valid documentation;

- expenses submitted after the applicable deadline set out in Article 8.5, unless an extension has been granted.

## 6. Payment currency and conversion

6.1. Per diem allowances are calculated in USD.

6.2. World Boxing will process per diem payments and approved travel expense reimbursements in **EUR**, unless payment in EUR is not possible for the recipient's bank account or is otherwise impracticable under applicable banking, sanctions, tax or regulatory requirements. In such cases, World Boxing may arrange payment in USD, subject to banking availability and applicable regulations.

6.3. When currency conversion is required, World Boxing will apply a single exchange rate for each currency pair, based on the last day of the Event.

6.4. The same exchange rate shall apply to all Officials participating in the same Event, regardless of the date on which the expenses were incurred.

6.5. The exchange rates and reference date must be documented in the payment file before payments are processed.

6.6. Recipient-bank fees, intermediary-bank fees and currency conversion charges may reduce the amount ultimately received by an Official. World Boxing does not guarantee that third-party charges will not apply.

## 7. Bank information and protection of data

7.1. Officials must submit the following information through World Boxing's designated secure form: bank account holder name, bank name and address, account number / IBAN where applicable, SWIFT/BIC where applicable, country of bank and personal address.
7.2. Bank and personal data are collected solely for the legitimate administration of per diem and approved expense payments, and for related accounting, audit, fraud-prevention and legal-compliance purposes.
7.3. Access is limited to authorised personnel who need the information to process, approve or control payments, and to banking or payment-service providers where necessary.
7.4. World Boxing may request additional information or an alternative lawful payment method where a transfer cannot be securely or lawfully processed.
7.5. Officials must notify World Boxing promptly of any change to their bank details. World Boxing may verify account-holder identity before processing payment.
7.6. Bank and personal data shall be retained only for as long as necessary for the purposes set out in Article 7.2, subject to applicable legal, accounting and audit requirements.

## 8. Payment process and controls

8.1. All Officials must submit a payment request through World Boxing's designated secure form after each Event, even where no travel expenses are claimed.

8.2. The request must indicate whether the Official is claiming per diem only, or per diem and reimbursement of eligible travel expenses.

8.3. Per diem payments are calculated on the basis of the number of eligible days approved by World Boxing. No receipts are required for per diem allowances.

8.4. For travel expense reimbursements, Officials must provide, for each expense: the date, a description, the original currency and amount, together with a legible itemised receipt, invoice or other equivalent proof of payment.

8.5. Payment requests must be submitted within **30 calendar days following the end of the Event**, unless a different deadline has been expressly approved by World Boxing. Requests submitted after this deadline may be rejected.

8.6. Where a request is incomplete, World Boxing may request additional information or documentation. Failure to provide the requested information or documentation within the prescribed deadline may result in rejection of the payment.

8.7. Payments will be processed after the Event following review by the World Boxing Finance Department and approval by the relevant authorised persons.

For any questions or requests: officials@worldboxing.org