



*Fédération
Aéronautique
Internationale*

Guidelines for claiming expenses

..... Commission (....)

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..... Expenses Guidelines, January 2010

Guidelines for claiming expenses from FAI

These guidelines are provided for Commission Officers, Subcommittee Chairs, Stewards, Judges, Judge Trainers, Jury Members, and other officials and Working Group members on missions agreed by the Commission President and who have been specifically authorised in advance to reclaim expenses.

- All travel and overnight stays must be authorised by the Commission President or a nominated representative before travel tickets are purchased or hotels booked.
- All claims should be supported by receipts. e-tickets must show the traveller's name, destination, dates travelled and amount actually paid. Digital scans of receipts are acceptable when making a claim, but the originals must be forwarded to the FAI office.
- Public transport (cheapest available fare) to be used wherever possible. Tickets must be purchased well in advance whenever possible, for fixed dates, to take advantage of lower fares.
- Use of private cars and taxis is subject to prior authorisation. This is normally only given when such use allows a substantial gain of time or cost savings, when equipment or other bulky materials have to be carried for reasons required by the FAI/.... (name of Commission), or when no other acceptable means of public transport is available.
- If the above conditions do not apply, but someone wishes to take their car somewhere for private reasons, then the onus is on that person to provide convincing evidence that the amount he or she is claiming does not exceed what it would have cost by the cheapest available public transport. (Note that in most cases, it is reasonable to expect that people can make their travel arrangements for FAI events at least 3 months in advance. Therefore the air fares that will be taken as the reference are not those that would have applied to tickets purchased the day before travel.)
- The chargeable rate for use of private cars on FAI/.... business is: 0.37€ per kilometre. Parking, motorway/bridge/tunnel tolls can be added. Claims can be backed up by reference to Michelin or Mappy.com or similar website calculations.
- For overnight stops, use ** (2star) or *** (3star) hotels (such as Ibis, Novotel etc). If travelling with spouse or partner, the single room rate (if applicable) should be claimed.
- Bureau members may claim an annual communications allowance of ...€ to cover use of fixed and mobile 'phone calls on FAI/.... business throughout the year. The (name of Commission).... President's allowance is ...€.
- All claims for reimbursement must be submitted on the claim form included in this document package. Completed expense forms and supporting receipts should be sent to the Presidentor other authorized signing officer, before being forwarded to the FAI Secretariat for processing.