

## UIPM Travel Guidelines

*Effective 01 January 2017*

The following principles need to be respected regarding the travels at the expense of the UIPM.

### 1) Travelling costs

#### Flight class:

- President and Secretary General: Business class, use advance purchase discount (Z fare) business class for most travels.
- Executive Board Members: 1 competition per year, plus congress and EB meetings. In case EB Members are willing to travel to a 2<sup>nd</sup> competition, the request needs approval by the President and Treasurer or SG.
  - Business class once per year for one of the longest trips, with a maximum cost of Euro 3,000 RT. For tickets exceeding the 3000 Euro, a Treasurer's prior approval is needed.
  - Premium Economy class (if available) for trip longer than 6 hours, max Euro 2,500. For tickets exceeding 2500 Euro, a Treasurer's prior approval is needed.
  - Economic class for trips shorter than 6 hours and when EB members are appointed as Delegates.
- Other UIPM family members and staff: Economic class.

#### Booking flight:

- In principle, all the flights need to be booked from UIPM HQ as soon as a travel is scheduled/approved and in any case at least 4 weeks prior to the travel date to get a better price.
- For the flights booked by the members themselves, the flight cost needs to be sent to UIPM HQ before buying it to check if a better price is available.
- The passenger must cover all fee incurred by modifications/cancellations of flights requested for personal reasons once the ticket has been purchased. In case of a medical reason, a medical certificate will be requested for the travel insurance.
- The passenger must check Visa conditions and requirements himself/herself and he/she is responsible to apply in time. If there is need for any visa/invitation letter, the request has to be forwarded to UIPM HQ as early as possible. Applying time and valid term for a visa must be checked before any tickets purchase. If a failure to get the visa causes the cancellation of a ticket, the passenger will cover any costs claimed.
- Any missed flight (for personal reasons) must be repaid by the passenger.

#### Train ticket:

- 1<sup>st</sup> Class
- Overnight: sleeping carriage

#### Travel with private car:

- EUR 0,50 per km. The total refund must not exceed the cost of an economy flight ticket.

## 2) Hotel room:

- When EB members are appointed as Delegate, they will follow the same policy as all the other delegates to be accommodated in the official hotel provided by the LOC. If the EB member requested to stay in the EB hotel paid by the UIPM, the extra costs will need to be covered by himself/herself.
- Accompanying person: the delegate/EB member will be responsible for any extra expenses for the accompanying person including flights, room difference and food.
- Except for the President and SG (who are normally covered by the LOC during competitions), all the delegates/EB members are accommodated in single rooms. For any requested upgrade, he/she will need to cover the difference.

## 3) Per diems:

- Executive Board Members: 200 EUR per trip for meetings, 200 EUR per trip for competitions (including travel days).
- Committee/Commission and working group members: EUR 50/day with a maximum of 200 EUR per trip for meetings and for competitions (including travel days).
- Technical Delegates, Medical Delegates, Business Affairs Delegates, and International Judges at UIPM competitions: EUR 50/day for working days and EUR 25/day for travel days (in cases when the travel day is only dedicated to travel).
- UIPM staff: EUR 50/day for working day and EUR 25/day for travel days (in cases when the travel day is only dedicated to travel).
- All meals during working days are normally covered by the LOC, if any meal is not provided then the LOC, the UIPM, or meeting organizer must cover the meal paid by the person.
- Extra costs in hotels (telephone, mini bars, laundry, room-service etc) are always personal and not covered by UIPM - except with special authorization of SG beforehand.
- Other technical expertise or specialist per diem is according to the market price.

## 4) Other costs:

- After preliminary evaluation and acceptance from the Treasurer and/or Secretary General, and always with co-ordination with the UIPM HQ, other costs can be refunded against original receipts. Self control is expected to make sure all costs remain in balance.
- Visa page copy and official receipt from the embassy are needed to be reimbursed for the Visa fee.

## 5) Invitations:

- Travel Invitations can only be made by:
  - President
  - Treasurer
  - Secretary General

## 6) Confederations Presidents:

In principle, Confederations Presidents' travel costs (flights and accommodation) will be deducted from the annual confederation grant.

For any exception, it will need to be approved by the President and Treasurer or SG.