WORLD SNOWBOARD FEDERATION

RULES FOR TRAVEL EXPENSES AND ALLOWANCE

Adopted by the WSF General Assembly 2018 with immediate entry into effect.

(reviewed December 2025)

1. GENERAL REGULATION

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

2. PROCEDURE

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

3. REIMBURSEMENT PRINCIPLES

Air fares:	Economy Class ticket
Train:	Second Class ticket
Private Car:	0,32 EUR per km

The Reimbursement principles cover the maximum rates. The WSF Secretary General or the VP of Finances can limit the rates or fix a lump sum.

4. PER DIEM ALLOWANCE

Till 4 hours (< 4 hours)	13,20 EUR
From 4 hours (>4 hours)	26,40 EUR

The maximum of the per diem allowance is 540 EUR p. months.
The rates cover the maximum rates. The WSF Secretary General or the VP of Finances can limit the rates or fix a lump sum.

5. HONORARY FLAT

Members of the Executive Board or Persons, who are elected to a WSF Committee, Commission or Working Group can receive a Honorary Flat after consent of the VP of Finances and approval by the Executive Board.

Flat rate:	75,00 EUR p. month (max. 900 EUR p. a.)

The flat rate covers the maximum sum. The VP of Finances can limit the rate after approval by the Executive Board.

6. ACCOMMODATION

Accommodation shall be arranged or recommended by the WSF. The WSF Secretary General must approve the Accommodation **beforehand.**

7. EXPENDITURES

All costs will only be reimbursed if they have been incurred in connection with the travel purpose and if all relevant documentation is provided. The documentation must include a list over day, duration and task.