

## **Expense Coverage While on Duty for FINA**

***Effective as of 1 July 2021***

### **1. Accommodation**

FINA Family Representatives (as set out in Table A), or anyone officially invited at the request of the President or Executive Director (“Traveller”), are covered full board on site at FINA Events or Competitions (“Events”) or at the direction of FINA, at conditions set forth as follows:

#### **1.1 Days to be Covered**

- As per travel schedule (see Table A)

#### **1.2 Room Categories**

- Room category as agreed with Organising Committee (HCA; Staging agreement, any other contractual agreement, memorandum, invitation letters, summons) or as confirmed by the FINA Logistics Department.

#### **1.3 Accompanying Persons**

- Bureau members are covered for 1 (one) accompanying person sharing the room.
- Any other accompanying guests or costs related to the accompanying guest have to be covered by the Traveller.

#### **1.4 Meal Coverage**

- Meals are, in principle, organised by the Organising Committee or otherwise. If no such meals are provided, a meal allowance will be granted as follows:
- Breakfast (if not included with accommodation)/Lunch 35 USD
- Dinner 50 USD
- Meal allowance does not apply to virtual attendees.

#### **1.5 Room Cancellations or No Shows**

- Travellers are responsible to inform the FINA Logistics Department within a reasonable time for any changes in their hotel bookings.
- Expenses incurred by FINA or Organising Committees for late cancellations or no-shows may be recharged to the Traveller.
- Costs incurred by booking changes may be re invoiced to the Traveller.

### 1.6 *Additional Expenses Incurred During Hotel Stay*

- Members are required to check out at their departure and to settle any additional expenses (meals, room dining, laundry, minibars, phones, etc..) at their own expense.
- Costs recharged to FINA may be invoiced to the FINA Member.

### 1.7 *Early check-in or late check-out*

- Where possible, the FINA Logistics Department will make best efforts to arrange early check-in and/or late check-out where necessary.
- Where no early check-in / check-out is available, the Traveller is responsible to cover any additional rooming expenses.

### 1.8 *Arrival and departure days*

- Arrival and departure days are the official dates set by FINA as per the invitation letter or any other official written communication sent by the FINA Office. Any earlier arrival or later departure for personal reasons is under the Traveller's responsibility. Arrival and departure dates must be reported on the GMS – FINA General Management System – where available.

## 2. **Travel**

### 2.1 *Costs*

- FINA will cover the travel costs to/from the nearest airport or train station of the permanent residence of the Traveller to the Event.
- Travel arrangements shall be made by the FINA Logistics Department or as formally agreed between FINA and the Traveller. To the extent the Traveller arranges his/her own travel arrangements, the overall travel costs incurred by the Traveller shall not exceed the price quoted by the FINA Logistics Department.
- Extra charges for luggage are not reimbursed by FINA.

### 2.2 *Class of Travel*

- Travellers are authorised to travel first class for travel by train, both in Switzerland and abroad.
- Bureau members, or Travellers upon the specific approval of the FINA Logistics Department, are entitled to travel in business class. All other flights shall be travelled in economy class.

### 2.3 *Compliance with Health Measures and Visa Requirements*

- Compliance with any national or international health measures (e.g. COVID tests), visa and transit visa requirements are, in principle, covered by the Organizing Committee. If such requirements are not covered, FINA will

reimburse for such reasonable and necessary costs associated with mandatory compliance of such requirements.

#### **2.4 *Itinerary Changes, Flight Changes, Arrival and Departure Dates Changes***

- The FINA Logistics Department must immediately be notified if the Traveller is not able to travel as scheduled.
- FINA will only cover rebooking expenses for any travel or hotel changes approved by the FINA Logistics Department. Any additional rebooking expenses incurred at the request of a Traveller will be charged back.
- It is the responsibility of the Traveller to update the GMS travel section accordingly, when available.

#### **2.5 *Travel by Car***

- In general, transportation by airplane or train is preferred. Travellers may travel by car only upon confirmation by the FINA Logistics Department.
- Overall travel costs incurred by the Traveller travelling by car shall not exceed the price quoted by the FINA Logistics Department for travel by airplane or train. The kilometre allowance is CHF 0.70.
- In principle, parking charges are not specifically reimbursed by FINA but are included under the per diem allowance.
- Mileage allowance shall be provided as set out in the compensation and benefits table (see Table A).

### **3. Per Diem**

- FINA pays a per diem allowance while travelling for FINA. The per diem allowance covers any incidentals and minor expenses not covered by the travel reimbursements and accommodation provided as set out herein.
- For the avoidance of doubt, a per diem allowance is not covered for virtual attendance at an Event, unless such virtual attendance is by specific appointment of FINA.
- FINA Development Activities are not covered herein and are addressed at the FINA Terms & Conditions for FINA Experts.

#### **3.1 *Minor expenses Covered under Per Diem***

- Minor expenses covered by the per diem allowance (non-exhaustive list):
  - Local Taxi
  - Phone calls
  - Parking
  - WIFI
  - Airport parking
  - Laundry

### 3.2 *Per Diem Rates*

- Per diem rates are paid as per Table A.

### 3.3 *Daily Allowance Calculation*

- The per diem allowance is calculated as per Table A.
- Official arrival and departure dates are provided through FINA Office invitation letters.

### 3.4 *Taxes*

- Per diems paid to Travellers with Swiss domicile are subject to Swiss social charges and taxes. Taxes and deductions will be handled by the FINA Office in compliance with applicable rules.
- Per diems and indemnities paid to Travellers with domicile outside of Switzerland shall be responsible to pay any applicable taxes in their respective residence countries.

### 3.5 *Payments*

- Per diems shall be paid by bank transfer only. No cash payments will be made.
- Payments will only be made following the conclusion of the Event.

## 4. **Insurance**

- Travel and accident insurance while attending Events outside the Traveller's place of residence shall be provided in accordance with the terms, conditions and exclusions of the insurance (Annex 1).

## 5. **Expense Claims**

- Claims for expenses not covered under the per diem shall be provided within 30 days of the conclusion of the Event with the form provided (see Annex 1). Claims for expenses not provided within this deadline shall be considered as waived.

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**Table A - FINA Compensation and Benefits**

	Hotel	Travel	Indemnity / Per diem (as of July 1, 2021)	Secretarial expenses (phones, office stationery, mail, internet)
Bureau members	Full board, subject to meal allowance 1 accompanying person sharing the room, breakfast only	Business	USD 200	All members
Audit, Electoral, Finance, Legal committees	Full board, subject to meal allowance	Business	USD 200	Chairman / Vice Chairman/ Honorary secretary
Judicial panels (DCRB, Doping, Disciplinary, Ethics)	Full board, subject to meal allowance	Business	USD 200	Chairman / Vice Chairman/ Honorary secretary
Specialised Committees	Full board, subject to meal allowance	Economy	USD 150	Chairman / Vice Chairman/ Honorary secretary
Technical Committees	Full board, subject to meal allowance	Economy	USD 150	Chairman / Vice Chairman/ Honorary secretary
Officials and judges	Full board, subject to meal allowance	Economy	USD 150	Chairman / Vice Chairman/ Honorary secretary
FINA Staff	Full board, subject to meal allowance	Premium Economy > 7h / Economy	CHF 100	As per Expense regulations
Executive Director	Full board, subject to meal allowance	Business	CHF 150	As per Expense regulations
<b>Comments:</b>	For members acting as different positions, i.e. lecturers as Bureau member, the higher amount prevails			
<b>Taxes on per diem: Members domiciled outside Switzerland</b>	Member is sole responsible for taxes arising in his domicile country			
<b>Taxes on per diem: Members domiciled in Switzerland</b>	Per diem is subject to social charges and taxes			
<b>Per diem calculation</b>	Official Event days + 2 travel days. For arrival and departure dates within the official dates, the effective number of days is considered.			
<b>Status:</b>	In liaison with its legal status as association acting on a non-profit basis, FINA members are volunteers and do not perceive any salary or other compensation than the per diem.			
<b>Per diem definition</b>	FINA pays a per diem allowance while travelling for FINA. The per diem allowance covers any incidentals and minor expenses not covered by the travel reimbursements and accommodation provided as set out herein. Per diem allowance is not covered for virtual attendance at an Event.			
<b>Meal Allowance</b>	Meals are, in principle, organised by the Organising Committee or otherwise. Meal allowance does not apply to virtual attendees. If no such meals are provided, a meal allowance will be granted as follows: Breakfast 15 USD / Lunch 35 USD / Dinner 50 USD			
<b>Development Department</b>	FINA Development Activities are not covered herein and are addressed in the FINA Terms & Conditions for FINA Experts.			
<b>Travel by car</b>	CHF 0.70 per kilometre			