INTERNATIONAL SHOOTING SPORT FEDERATION

ISSF Indemnity, Attendances Fees and Travel Expenses Guidelines

1. General guidelines

Booking and reservations of travelling on behalf of the ISSF as ISSF Body members, Member Federations Delegates, ISSF administration members or any other person travelling on behalf of the ISSF (hereinafter “Traveler”) shall observe the following guidelines (hereinafter “Guidelines”):

a) GENERAL INFORMATION

The booking and reservations for travelling on behalf of the ISSF shall be coordinated via the ISSF Headquarters. Respective requests shall be sent to the following email address: office@issf-sports.org. Planning and booking shall always be performed with the goal to find the least expensive and most sustainable means of transport. All reservations and costs must be approved by ISSF Headquarters prior to travel.

Any reimbursement mentioned in these Guidelines can only be made upon receipt of the travel expense reimbursement form to be obtained from the ISSF Office including the respective receipts. Reimbursements shall be made either in US dollars (USD) or Euro (EUR).

b) EXCO\COUNCIL MEMBERS AND TECHNICAL DELEGATES

(1) Transportation

Flights

Flights lasting less than 3 hours (including stopovers): *Economy Class*

Flights lasting more than 3 hours (including stopovers): *Business Class*

The Traveler must in principle cover fees incurred by modifications/cancellations of flights requested for personal reasons once the ticket has been purchased apart from cases of force majeure. In case of a medical reason, a medical certificate will be requested for travel insurance.

Train

Train tickets: *Executive /Business Class /First Class*

Private car

When the Traveler is using her/his own car, a *kilometer allowance of EUR 0,38* is granted. Necessary parking fees, and road, ferry and bridge tolls, are reimbursed.

The use of rental cars is subject to prior approval by the ISSF Headquarters.

(2) Lodging and Meals

4\5 Stars Hotel and daily meals will be refunded by the ISSF upon receiving the copy of the receipts with the "Travel Form" indicating the reason of the travel.

(3) In-Person ExCo\Council Meeting Attendances Fees

ISSF will pay to ExCo and Council Members, upon written request from ExCo or Council Members, a forfeit attendances fee as follow:

EXCO Members *EUR 900,00* per meeting (including Council)

COUNCIL Members *EUR 700,00* per meeting

In case of meetings that are longer than 3 days attendances the ISSF HQ in accordance with the ExCo can decide to consider an extra attendances fees

Per "forfeit attendances fees" means per Meeting and not per day.

c) <u>COMMITTEE MEMBERS ("Committees" within the meaning of Article 12 ISSF Constitution)</u>

Travel and accommodation costs shall be borne by the respective member federation (reference is made to Article 1.4.6.1 ISSF Constitution)

(1) In-Person Committee Meeting Attendances Fees (to be borne by ISSF)

ISSF will pay to the Committee Members, upon written request from Committee Members, a forfeit attendances fee of *EUR 300,00*:

Per "forfeit attendances fees" is mean per Meeting and not per day.

In-person committee meetings must be approved beforehand by the Secretary General.
Any in-person committee meetings must be approved the year before as the costs have to be included in the yearly budget.

d) ANY OTHER ISSF ADMINISTRATIVE PERSONNEL

(1) Transportation

Flight
Flight tickets: *Economy Class* (if not specified differently in his/her contract)

Train
Train tickets: *First Class*

Private car
When the Traveler is using her/his own car, a *kilometer allowance of EUR 0,38* is granted.
Necessary parking fees, and road, ferry and bridge tolls, are reimbursed.
The use of rental cars is subject to prior approval by the ISSF Headquarters.

(2) Lodging

4/5 Stars Hotel with a maximum rate for a single room of *EUR 300,00* per night to be booked and paid by the ISSF

(3) Meals

Meals: Per day meal refund maximum *EUR 100,00* including beverage

2. Special meetings, Special missions

Travel, accommodation and meal expenses will be covered by the ISSF as stated under 1. Above in case the General Assembly, the Executive Committee or the President/Secretary General take the decision to hold a special meeting of an ISSF Body as well as in case the President/Secretary General requests a member of an ISSF Body or an official of an ISSF Member Federation for the purpose of a special mission. For any persons not falling under the abovementioned categories Article 1 d) shall apply.

In case special missions exceed the duties and anticipated time expenditure for the fulfilment of usual tasks of the respective ISSF Body member or ISSF Member Federation official, in addition to the travel and accommodation expenses a further reasonable compensation up to EUR 250,00 per day may be granted covering all further expenses.

3. ISSF Guests or VIP Guests

Travel, accommodation and meals expenses of any individual who is invited by the ISSF Executive Committee, President and\or Secretary General as Guests or VIP Guests at any ISSF Championship\Event will be reimbursed for his/her expenses by ISSF following the point 1 b) or 1c)

No “Attendances Fees” can be paid to ISSF GUESTS or VIP GUESTS.

4. ISSF Officials

ISSF shall bear the expenses of any individual who is appointed by the ISSF Executive Committee, President and/or Secretary General to act as an ISSF international official (cf. Article 5.4 General Regulations) at any ISSF Championship/Event with a compensation of *EUR 50,00* per competition day of the respective ISSF Championship/Event.
Any travel, accomodation and meals expenses shall be borne by the Organizing Committee of the ISSF Championship\Event in accordances with the ISSF Rules and ISSF Host Federation Agreement.

****All payment will be made by BANK TRANSFER and any bank charges will be shared*****

Approved by the ISSF Executive Committee on 08 January 2025