



FÉDÉRATION INTERNATIONALE DE LUGE
INTERNATIONAL LUGE FEDERATION
INTERNATIONALER RODELVERBAND

FIL TRAVEL EXPENSE POLICY

Status: 01/10/2026

GENERAL PROVISIONS

Travel expenses will be reimbursed to individuals authorized to travel on behalf of the FIL, provided that such travel was approved in advance and was necessary to fulfill duties in the interest of the FIL. Approval must be obtained in advance from the Executive Director or the Vice President for Finances (for members of the Presidium).

These rules apply to all individuals traveling on behalf of the FIL, with the exception of employees, who are subject to separate regulations.

When FIL staff members or officials travel to meetings or events to which they have been invited by other organizations, such as the IOC or the WOF, and when the travel is supported by those organizations, the FIL will comply with their travel regulations.

TRAVEL ORGANIZATION AND PROCEDURES

Reisekoordination

Alle Reisen müssen vor der Buchung mit dem FIL- Büro abgestimmt werden. Genehmigte Reisende erhalten Unterstützung bei der Suche nach den nachhaltigsten und kostengünstigsten Reisemöglichkeiten.

Prioritization of Transportation Options

To minimize environmental impact, the following hierarchy should be followed when traveling:

For distances up to 600 km, travel by train is preferred.

Flights are booked only for distances over 600 km or when no other option is feasible.

Flights lasting less than one hour should be avoided unless they are part of a connecting trip.

Senior executives (Presidium, Directors) may organize their own travel in accordance with the established guidelines; all other travel requests must be submitted to the Executive Director via the FIL Office.

ERSTATTUNGSGRUNDSÄTZE

Air Travel

Short-haul flights (less than 600 km) are generally non-refundable unless they are unavoidable.

For **flights under 6 hours (excluding layovers)**, **Economy Class** is required, except for President and Secretary General.

Premium Economy is permitted for flights between 6 and 10 hours (nonstop flight duration), if available; otherwise, Business Class may be used.

Business Class is reimbursable only for flights lasting more than 10 hours (nonstop flight duration) or overnight flights lasting more than 6 hours, provided that a full workday follows upon arrival.

Train travel:

Regular train travel: First class.

Overnight travel: Sleeping cars are permitted.

Car travel and reimbursement:

The **kilometer allowance (when using a private vehicle) is 0.55 € per kilometer, up to a maximum total reimbursement of 550 € for the round trip** (from the place of residence to the event location and back).

For planned trips exceeding 1,000 km, additional reimbursement may be granted only in exceptional cases, provided it has been approved in advance by the Executive Director. Parking fees, tolls, and vignettes are included in this flat rate and will not be reimbursed separately. When renting vehicles, environmentally friendly vehicles should be preferred.

Airport parking fees for approved air travel may be reimbursed if travel to and from the airport by public transportation is not feasible.

For additional travel, costs of €0.05 per km per person (up to a maximum of €50 for long trips) may be reimbursed.

DAILY ALLOWANCES

Individuals who have been elected or appointed, as well as those who officially serve as FIL officials, are entitled to daily allowances. Otherwise, no daily allowances will be paid unless a daily allowance agreement is in place.

If agreed upon:

- Per diem for travel days or workdays: €130 per day (for more than 6 hours).

Per diem payments cannot be combined with individual meal or hospitality payment receipts. Breakfast should be included in the lodging whenever possible. For the provision of lunch or dinner, €25 shall be deducted from the per diem for each meal.

When FIL staff travel to meetings or events to which they have been invited by other bodies such as the IOC or the WOF, and the travel expenses are covered by these organizations, the travel and per diem guidelines of the host organization apply. If a third party pays the per diem, the FIL settles this directly with the third party.

ACCOMMODATIONS

Sustainable Accommodations

Bookings should be made through the FIL office whenever possible.

Accompanying Persons

As a general rule, the costs for accommodating accompanying persons should be settled directly with the hotel whenever possible. The costs for accompanying persons should be calculated as additional charges due to double occupancy (surcharge).

The FIL does not cover the costs for accompanying persons.

OTHER EXPENSES

Only other expenses that are directly related to the purpose of the trip and have been approved in advance by the Executive Director will be reimbursed. The receipts must clearly show that the expenses are related to the approved purpose of the trip.

Additional Expenses

The following costs are reimbursable if they are included in the planned itinerary or are necessary due to circumstances:

Local transportation (taxi, bus, subway, rental car), excess baggage

Other necessary expenses, provided they have been approved in advance.

MISCELLANEOUS

Additional Services:

Seat reservations and other optional services are not covered without prior approval.

Luggage:

One checked bag and one carry-on bag are permitted.

Delayed or Lost Luggage: In the event of delayed or lost luggage, travelers must contact the airline directly for any refunds.

Taxes, customs duties, and fees; additional expenses such as individual meals or beverages; and insurance costs (accident, health, retirement, etc.):

These are not covered by the FIL.

Deadline for Reimbursement Requests

Expenses must be claimed within 30 days after the end of the trip.

EFFECTIVE DATE

These rules take effect on October 1, 2026