

INTERNAL DIRECTIVE - 02 (version 1.2023)

(ID-02)

REIMBURSEMENT OF EXPENSES AND COSTS TO ETTU COACHES AND LECTURERS AT DEVELOPMENT ACTIVITIES

0. Definitions and Abbreviations

ID02	ETTU Internal Directive 02
ETTU	European Table Tennis Union
ITTF	International Table Tennis Federation
TT	Table Tennis
GS	ETTU General Secretariat
VPF	Vice-President for Finances
DM	ETTU Development Manager

1. General provisions for the reimbursement of expenses and costs and for the relating claims

- 1.1. Any appointed Coach by ETTU to any ETTU Development activity is entitled, according to the provisions of the present ID02, to the reimbursement of expenses and costs incurred in relation with activities carried out on behalf of ETTU or in its interest e.g., training camps, seminars, conferences etc. Claims for such reimbursements may include, in particular, travel expenses, accommodation costs and specific administrative or technical costs assigned for ETTU purposes.

Any appointed Coach by ETTU to a ETTU Development or Eurotalents Camp is furthermore entitled to get an allowance of one hundred and fifty (150) euros per day.

Any appointed Lecturer by ETTU to a ETTU lecture, conference or seminar is furthermore entitled to get an allowance of two hundred and fifty (250) euros per lecture (session) unless there is a separate written agreement between ETTU and the appointed Coach.

These allowances include VAT and any other applicable taxes (if any). The ETTU does not have any responsibility whatsoever for the Coaches or Lecturers with regard to these obligations.

These allowances are considered purely as a compensation of their costs for being freed to take part at ETTU Development activities and in no way can be considered as a payment for services nor employment benefit.

- 1.2. ETTU shall reimburse through its own funds only expenses and costs which:

- have exclusively been assigned for ETTU purposes;
- have been authorised in advance by the VPF or GS;
- are not or have not already been covered in any other way.

- 1.3. Any claim or application for the reimbursement of expenses and costs shall comply with the provisions as identified on the official claim form.
- 1.4. Any claim to ETTU for the reimbursement of expenses and costs concerning a certain year shall be submitted to ETTU not later than on the 15th January of the next following year.
In any case a reimbursement request has to be claimed within 60 days after the event or meeting in order to be reimbursed.

Any reimbursement of expenses and costs may be refused by ETTU if the deadline mentioned here before has not been respected.

2. Provisions for the reimbursement of accommodation costs and travel expenses

- 2.1. For travel expenses that have to be covered through ETTU funds, the most economic means of travel shall be used, considering to that end financial as well as time aspects.
- 2.2. Travel expenses will principally be reimbursed by ETTU according to the following general provisions:
 - for travels by private car, an allowance equivalent to 0.40 euro per km effectively run is allocated. Duly motivated extra-costs (as e.g., parking fees, highway tolls) may be reimbursed additionally, upon the presentation of receipts.

Note: the amount to be reimbursed by ETTU for a travel by private car shall not exceed the amount that would have cost the same travel by aircraft, except if the travelling by private car has explicitly been authorised beforehand by ETTU.
- 2.3. ETTU shall, after acceptance of a claim, reimburse within 30 days.
