

## INTERNAL DIRECTIVE - 01 (version 1.2023)

(ID-01)

### REIMBURSEMENT OF EXPENSES AND COSTS TO ETTU REPRESENTATIVES

#### **0. Definitions and Abbreviations**

ID01	ETTU Internal Directive 01
ETTU	European Table Tennis Union
ITTF	International Table Tennis Federation
TT	Table Tennis
EB	ETTU Executive Board
VPF	ETTU Vice-President for Finances
SG	ETTU Secretary General
CC	ETTU Committee Chair
HM	Honorary Member
BoD	ITTF Board of Director (European Member only)
ST	ETTU Staff member
SP	ETTU Service Provider
OFF	ETTU Official
VT	ETTU Volunteer
PT	ETTU Partner
SPO	ETTU Sponsor

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

- 1.1. Any EB member not under contract with the ETTU, is entitled, according to the provisions of the present ID01, to the reimbursement of expenses and costs incurred in relation with activities carried out on behalf of ETTU or in its interest. Claims for such reimbursements may include, in particular, travel expenses, accommodation costs and specific administrative or technical costs assigned for ETTU purposes.

Any EB member who is away on ETTU duty is furthermore entitled to get an allowance of one hundred (100) euros per day but with a maximum of five hundred (500) euros per event/activity.

For Online Executive Board meetings and Online ETTU Congress, Fifty (50) euros per meeting can be reimbursed and for online special projects meetings with a duration of minimum 1 hour (for example: Events group meeting, Financial Matters meeting, Club Competitions meetings, ETTU/ITTF Working Group meetings, etc) twenty-five (25) euros per meeting.

- 1.2. Any ST, SP, OFF, CC and VT who are invited to attend an ETTU event, meeting, or to otherwise act on behalf of the ETTU, will be entitled to the reimbursement of expenses and costs incurred in relation with activities carried out on behalf of ETTU. Claims for such reimbursements may include, in particular, travel expenses, accommodation costs and specific administrative or technical costs assigned for ETTU purposes.  
Any such person as mentioned here before who is away on ETTU duty is furthermore entitled to get an allowance of forty (40) euros per day unless there is already a specific allowance/payment foreseen / agreed.
- 1.3. 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 SG;
  - are not or have not already been covered in any other way.
- 1.4. Any claim or application for the reimbursement of expenses and costs shall comply with the provisions as identified on the official claim form.
- 1.5. 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 15<sup>th</sup> 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.
- 1.6. Any other person, not being listed under 1.1 or 1.2 will not be reimbursed for travel expenses nor receiving an allowance from ETTU unless prior written approval by the VPF or SG.
- 1.7. For the avoidance of doubt, reimbursement and allowance for the ETTU Referees and Umpires as well as for the Lecturers and Coaches for the ETTU Development activities are regulated separately.
- 1.8. Any HM shall be invited by ETTU to the European (Senior) Championships Final Stage with free hospitality but without travel costs reimbursed nor grant of an allowance.
- 1.9. These allowances include VAT and any other applicable taxes (if any). The ETTU does not have any responsibility whatsoever for the persons listed in paragraph 1. with regard to these obligations.  
For all persons listed in paragraph 1. not being under employment or provision of services contract with ETTU, these allowances are considered purely as a compensation of costs for being freed to take part at ETTU events or activities and in no way can be considered as a payment for services nor employment benefit.

## **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.

\*\*\*\*\*