

## IFA FINANCIAL REGULATIONS

### Introduction

As a non-profit organization, the responsible use of IFA's resources is essential. These Financial Regulations govern financial procedures and expenses of the IFA.

Our policy is to strive for an economically balanced budget and to make necessary expenditures in a transparent manner. All acting parties are expected to minimize expenditures as much as possible while being reasonable. The goal is to make authorized, reasonable, proper, and necessary expenditures associated with activities pre-approved by the Board of Directors and the Congress as part of the annual IFA budget.

### 1. Budget responsibility

The IFA Board of Directors shall approve the annual budget.

Each budget officer shall ensure compliance with his/her approved budget (expenses and income).

Additional expenditures not covered by additional income must be approved in advance by at least the Executive Committee.

### 2. Signature regulation

Each payment has to be approved by at least two persons from the Executive Committee (4-eyes-principle). As a rule, this is done by a consenting forwarding of a transaction by a member of the Executive Committee to the Treasurer and an approval of the Treasurer by execution of the requested transfer.

### 3. Travel

The use of public transportation (rail, bus, etc) is preferred.

#### a. Bus/Train/Taxi

When bus, train or taxi is used, receipts must be submitted for reimbursement. Requests should include details on the point of departure and point of arrival for each trip for which reimbursement is requested.

#### b. Air Travel

IFA will reimburse for travel that has been included as part of the annual budget and has been approved by the Board of Directors and/or Executive Committee. Air travel reservations should be made at least 2 weeks in advance of departure date to take advantage of reduced fares. Travelers will use the most eco-



nomical means of air travel available. IFA will only reimburse for economy class flights. Any flight upgrades are to be paid out of the traveler's own funds and will not be reimbursed. All air travel received by the traveler must be submitted with the expense report.

Mileage awarded the traveler while on IFA business is the property of the traveler and may be used at the traveler's discretion.

#### **c. Use of personal vehicles - kilometer reimbursement**

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. IFA will reimburse for use of personal vehicles at the rate of € 0,25 per kilometer. To receive reimbursement, traveler must submit a report containing number of kilometers traveled, as well as departure and arrival location for each trip, and purpose of trip.

#### **d. Automobile rental**

Automobiles may be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, significant amounts of IFA supplies are to be transported, etc.). Travelers are expected to use one of the lower cost (economy) car rental firms. All rental car receipts and fuel received by the traveler must be submitted with the expense report.

### **4. Lodging**

Accommodations that meet business and personal needs, and offer good value must be utilized. Lodging is economy class with a standard of two to a room if there are multiple travelers. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc) is not reimbursable. All lodging receipts received by the traveler must be submitted with the expense report.

### **5. Meals**

In general IFA does not reimburse costs for meals if not breakfast. Reimbursement for meals may be requested in cases where there is a special occasion (such as meetings, thank you dinners, celebrations, etc.). In that cases IFA will cover meals including of an appropriate cost of alcoholic beverages. Receipts for meals must be submitted with the traveler's expense report.

### **6. Means of communication**

IFA Officers shall be reimbursed, against receipts, for telephone, internet, etc. expenses incurred as a result of their office, provided that such expenses are reasonable or a reasonable pro-rata reimbursement is requested.

### **7. Request for Reimbursement/Activity Reporting**

#### **a. Timeline**

All requests for reimbursement for IFA Travel must be submitted within sixty (60) days of the conclusion of the event attended. Any request submitted after sixty days may be declined and shall require approval by the Executive Committee.

#### **b. Use of reimbursement form and inclusion of electronic copies**

Requests must be submitted using the IFA Reimbursement Form and must have original receipts for all activities for which reimbursement is requested. Electronic (scanned) copies of the receipts are preferred.

In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler must furnish a written statement to that effect, as well as an explanation of the expenditure involved.

**c. Activity report requirement**

For those individuals attending an event not hosted by IFA (for example, SportAccord, IWGA, World Games planning, WADA/Anti-Doping), in addition to submission of reimbursement request, it is required that a report of the meeting attended be submitted by the requestor to IFA. Report must e.g. include name of the meeting/event attended, dates and location, names of key personnel met with, and - if applicable - key information gathered from the meeting. This report could be - if small - included in the reimbursement form or - if larger - made in written or orally within the next meeting of the Board of Directors.

Approved by the IFA Board of Directors meeting on 20 February 2021.