



INTERNATIONAL SHOOTING SPORT FEDERATION

ISSF Indemnity 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:

a) GENERAL INFORMATION

The booking and reservations for travelling on behalf of the ISSF shall be coordinated via the ISSF Headquarters. Respective request 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 travel expense reimbursement form to be obtained from the ISSF Office including the respective receipts. Reimbursements shall be made either in US dollars (USD), Euro (EUR) or Swiss francs (CHF).

b) EXCO\COUNCIL MEMBERS AND TECHNICAL DELEGATES

(1) Transportation

Flights

Flights lasting less than 3 hours: *Economy Class*

Flights lasting more than 3 hours: *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.

ISSF Headquarters

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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 400* per night to be booked and paid by the ISSF HQ

(3) Meals

Per day meal refund of maximum *EUR 80* excluding alcoholic beverages

c) COMMITTEE AND JURY MEMBERS

(1) Transportation

Flight

Flights less than 4 hours: *Economy Class*

Flights more than 4hours: *Premium Economy* (if available)

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: *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 400* per night to be booked and paid by the ISSF

(3) Meals:

Per day meal refund maximum of *EUR 80 Euro* excluding alcoholic beverages

d) ANY OTHER ISSF ADMINISTRATIVE PERSONAL

(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 80* excluding alcoholic beverages

2. Special meetings and special missions

Travel and accommodation expenses will be covered by the ISSF as stated under 1. above in case the General Assembly, the Executive Committee or the President take the decision to hold a special meeting of an ISSF Body as well as in case the President 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.

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 shall be granted compensation of EUR 50 per competition day of the respective ISSF Championship.

Approved by the ISSF Executive Committee on 19th February 2024