Travel and Expense Policy

1) Expenses

   a) All expenses must comply with the European Boxing Finance Policy.

   b) Officials, staff, and members of European Boxing ("EB") have the right to claim expenses when travelling for European Boxing–approved events, meetings, or activities.

   c) Expenses must be reasonable, necessary, and directly related to EB business and meeting agenda. EB reserves the right to refuse reimbursement for expenses not in compliance with this policy.

   d) Expenses can only be claimed for the days of work or representation at:

      i) European Boxing–sanctioned competitions (e.g., European Championships)
      ii) Executive Board meetings
      iii) Congresses
      iv) Specially approved committee meetings or working group meetings (e.g., Finance & Audit Committee, Sport & Competition Committee).

   e) All travel expenses must be submitted to the Secretary General for approval or to the President if a Secretary General has not yet been appointed and reimbursement, following the Delegation of Authority limits in the Finance Policy. Claims must be submitted in the relevant currency, signed, and accompanied by original receipts (clear scanned copies accepted).

2) Per Diems

   a) For all EB–approved events, Executive Board meetings, and Congresses, a per diem may be granted to staff, officials, or other agents to cover daily incidental costs.

   b) Where a per diem is granted, the person cannot submit additional personal or incidental expense claims, except for approved travel and lodging costs.

c) The Executive Board will set per diem rates for each event, with a maximum of €200/day.

d) No expenses for gifts, personal purchases, or hotel extras (e.g., alcohol, pay-TV, spa) will be reimbursed.

e) All expenses must be supported by receipts.

f) Claims must be submitted within 60 days of travel; otherwise, they will be considered personal expenses to be repaid to EB.

3) Transportation

a) All travel bookings must be made in economy class at the most reasonable available rate.

b) Business class may be approved for:

c) Office Bearers and senior staff if the flight exceeds 5 hours (approved by the Secretary General or by the President if a Secretary General has not yet been appointed)

i) The Secretary General's travel is approved by the President.

ii) The President's travel is approved by the 1st Vice-President if a Secretary General has not yet been appointed.

d) Mileage reimbursement:

i) Up to €0.40/km for approved use of a personal vehicle
ii) Journeys over 100 km must be pre-approved and may be compared against equivalent airfare cost.

e) Taxi receipts (dated) may be reimbursed up to €50 per journey. Commutes between home and regular workplace are not reimbursable.

f) Car rental is permitted if more cost-effective than other transport modes.

g) Overweight luggage fees related to EB activities (e.g., transporting event materials) may be reimbursed with Secretary General approval (or Presidents approval if Secretary General has not yet been appointed).

h) Where land travel exceeds airfare costs for the same trip, reimbursement will be capped at the equivalent airfare cost.

4) Meals & Lodging

   a) EB will cover food, non-alcoholic drinks, and lodging costs for:

      i) Executive Board meetings
      ii) Congresses
      iii) Approved EB events and activities

   b) Room service, alcohol, and personal entertainment are not reimbursable.

   c) Client meals/hospitality must have a justified EB business purpose, with receipts noting the date and names of all attendees.

5) Telephone & Internet

   a) Free Wi-Fi should be used wherever possible.

   b) EB will only reimburse internet and phone charges for business purposes.

   c) Personal phone/internet charges will not be reimbursed.

   d) Use of mobile data abroad must be approved in advance by the Secretary General.

6) Miscellaneous Expenses

   a) Garment cleaning may be reimbursed if travelling for 5+ days or attending consecutive events. If a per diem is provided, this cannot be claimed separately.

   b) Visa fees, travel insurance, and required vaccinations for EB events are reimbursable for staff and officials.

7) Committees

   a) Committee members' expenses follow the same rules as in this policy.

8) Technical Officials' Expenses

   a) Where agreed between the Executive Board and a local organising committee, expenses for International Technical Officials (ITOs) and Referees & Judges will be reimbursed by EB or the organiser.

b) Reimbursement is subject to submission of receipts and a completed expense claim form.

c) The relevant Committee Chair (e.g., Referee & Judges Committee) must provide an updated list of officials, their approved reimbursements, and bank details for payment.

9) Activities Outside of European Boxing

a) Any activity or event not sanctioned by European Boxing is outside the scope of this policy, and related expenses will not be reimbursed.

10) Budgeting for Meeting Costs

a) All meeting costs will be planned, approved, and accounted for in accordance with the European Boxing Finance Policy and annual budget process.

b) European Boxing will cover the reasonable travel, accommodation, and per diem costs of the President, the Presidential Team, Executive Board members, and members of EB Committees when attending approved EB meetings.

c) This is necessary to ensure participation from all parts of the continent and to avoid placing a financial burden on National Federations.

d) The Finance & Audit Committee will propose an annual budget that includes a meeting cost allocation for:

   i) President
   ii) Presidential Team
   iii) Executive Board meetings
   iv) Committee meetings (Sport & Competitions, Referee & Judges, Medical, Athletic)

e) The budget will specify the maximum number of in-person meetings per category to be funded each year.

f) Any additional meetings beyond the budgeted number require the Executive Boards approval.

g) Standard Annual Guidelines *(for budgeting purposes)*

i) President: Travel, accommodation, and per diem for up to 4 trips per year outside of EB meetings, for representation at key EB or external events.
ii) Presidential Team: Up to 2 trips per member per year for official representation, in addition to EB meetings.
iii) Executive Board: Up to 2 in-person meetings per year (not including meetings held alongside Congress), plus virtual meetings as required.
iv) Sport & Competitions Committee: 1 in-person meeting per year, ideally linked to a major EB competition.
v) Referee & Judges Committee: 1 in-person meeting per year, ideally linked to an international tournament or training event.
vi) Medical Commitee: 1 in-person meeting per year, preferably linked to a relevant EB event.
vii) Athletic Committeee: 1 in-person meeting per year, ideally linked to an international tournament or training event.

h) Meetings should, wherever possible, be held alongside competitions or events already in the EB calendar to minimise additional travel costs.

i) Virtual or hybrid meetings should be used when face-to-face when reasonably preferable.

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