



WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

**TRAVEL AND
BUSINESS EXPENSES
POLICY**

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Last updated: 4 December 2020

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CHAPTER 1 PREAMBLE

Article 1 Preamble

1.1 The World Baseball Softball Confederation (hereafter WBSC or the organisation) releases this document for all individuals incurring in expenses during WBSC events and related to WBSC for the following reasons:

1.1.1 “Staff”: All those individuals with an employment contract.

1.1.2 “Volunteers”: A volunteer in the sense of the WBSC is a person who has been elected or appointed as a volunteer according to the articles of association of the organisation. A volunteer does not receive any salary or benefit compensation for his activity for the organisation. If expenses are reimbursed according to this expense regulation or to the general expense regulation of the WBSC, no salary certificate shall be issued. Volunteers include the following positions: Officials, Commissions Chairs, Commissions members and Board Members.

1.1.3 Staff and Volunteers shall be named hereinafter as “Personnel”.

Article 2 Scope of Application

2.1 This policy relating to the reimbursement of expenses applies to everyone bound to the WBSC as an organisation, be it in alliance with an appointment letter (Officials & Commission Members), an individual contract of employment (Staff) or by election and swearing in front of the Congress (Executive Board).

2.2 The present regulation lays down the general conditions for the reimbursement of expenses incurred by the above-mentioned Personnel in the exercise of their professional activities and the rights and obligations of the Personnel in this regard.

Article 3 Definition

3.1 Expenditure incurred by a Personnel in line with the interests and instructions of the organisation, in the exercise of their duties, shall be considered expenses in the sense of the present regulation.

3.2 Expenditure undertaken with no professional necessity shall not be borne by the employer but by the Personnel who incurred them.

Article 4 Principles

4.1 In general, all travel, accommodation and meal expenses shall be organised thru the WBSC office in due time.

4.2 If for any reason the personnel have to arrange various expenses directly the WBSC will only reimburse similar amounts that WBSC finds.

4.3 Personnel are entitled to the reimbursement of the necessary expenditure resulting directly from the execution of the duties entrusted to them.

4.4 Personnel must keep their expenses as low as possible and ensure that the expenditure they incur remains proportionate to the duties undertaken.

4.5 Expenses are reimbursed up to the effective amount spent on the occasion and upon presentation of the original receipts.

4.6 The reimbursement of expenses shall be carried out based on the expense claim form (Appendix 1).

4.7 Expenses of a private nature remain the responsibility of the Personnel who has incurred them.

CHAPTER 2 GROUND TRANSPORTATION

Article 5 Commute

5.1 The necessary travel expenses incurred by the Personnel in exercise of their duties are subject to reimbursement.

5.2 Travel between home and the daily workplace (headquarters or branch offices) is not considered business travel.

5.2.1 The Personnel shall select the most appropriate and most economical form of transport. The criteria that guide this choice are travel time, costs and the requirements of the situation. As far as possible, priority shall be given to public transport.

- 5.2.2 Personnel who buy their travel tickets themselves need to be aware that WBSC only expenses the budget approved and given prior to the booking. Such expenses shall be reimbursed up to the amount the WBSC office was able to provide the service needed. All expenses shall only be reimbursed upon presentation of the ticket/receipts.

Article 6 Train / Urban Public Transport

6.1 Staff:

- 6.1.1 For all business travel by train, within Switzerland or abroad, Staff shall travel 2nd class.
- 6.1.2 An annual half-fare season ticket shall be covered by the organisation.
- 6.1.3 If the frequency of business trips by train justifies it, WBSC may pay for a general Swiss season ticket or depending on circumstances, its foreign equivalent.
- 6.1.4 The travel costs of staff members who own a Swiss general season-ticket privately shall be reimbursed at the rate of the second-class half-fare and individuals receiving a season-ticket are not entitled to claim expenses for the use of a car.

6.2 Officials / Commission Chairs & Members:

- 6.2.1 For all business travel by train, within Switzerland or abroad, officials and commission members (incl. the chair) shall travel 2nd class.

6.3 Board Members:

- 6.3.1 For all business travel by train, within Switzerland or abroad, Board Members shall travel 1st or 2nd class. The criteria that guide this choice are travel time, costs and the requirements of the situation.

Article 7 Taxi

7.1 The actual cost of taxi fares shall be reimbursed upon presentation of receipts, provided the use of public transport was not practical under any circumstances.

- 7.1.1 Individuals that choose to take a taxi for a drive that is well covered by public transport shall only be reimbursed the rate of public transport.

Article 8 Rental Car

8.1 As long as using public transport was not suitable under the circumstances only than the Personnel will be reimbursed for hiring a car.

8.2 The type/category of the hired vehicle must be in line with the purposes of the business trip and needs prior approval from the Executive Director.

Article 9 Private Car

9.1 Vehicles owned by a Personnel including the costs of which the individual is responsible shall be deemed to be a private vehicle.

9.2 The use of a private car must be prior approved by the Executive Director.

9.2.1 If not approved, only the costs for the use of public transport will be reimbursed when using a private car for a drive that is well covered by public transport.

9.3 The use of a private car for business purposes shall entitle the individual to the payment of a flat-rate compensation of CHF 0.60.- (EUR 0.40.- / USD 0.50.-) per kilometre, which shall be deemed to cover all of the vehicle's usage and maintenance costs.

9.3.1 The kilometres indicated in the expenses claim form are subject to verification and approval.

9.4 Fines and motoring offences incurred during business travels shall not be reimbursed by the WBSC.

9.5 Parking tickets and other exceptional expenses shall be reimbursed with prior approval from the Executive Director.

CHAPTER 3 FLIGHT BOOKING

Article 10 General Principles

10.1 As a general principle, for a travel that is shorter than 4 hours, public transport shall be preferred to air travel as long as it is appropriate. Airfare will be up to 4 hours booked in Economy class.

10.2 Except in case of emergency or unexpected last-minute arrangements, all airplane tickets need to be issued through the WBSC.

10.2.1 Best judgement should be used to book a flight at the lowest fare available, regardless of airline preferences and the cost must be prior approved.

10.2.2 The traveler should request to reserve flights as soon as known to ensure the greatest opportunity to obtain the lowest fare and preferred itinerary.

10.2.3 A personnel's participation in a particular airline's frequent flyer program should not override the selection of the most cost-effective reasonable reservation.

10.3 In case of a cancellation or flight change, it is imperative that the traveler notifies the bookkeeper to ensure that proper credit or refund is given to the WBSC.

10.3.1 Expenditure incurred due to changes of the itinerary or schedule or eventual upgrades, which prove not to have been essential shall not be reimbursed.

10.4 Any exceptions must be prior approved by the Executive Director.

Article 11 Cabin Class

11.1 Personnel and Commission Chair/ Members

Notwithstanding exceptional provisions which have been agreed to, flight for the Personnel and commission members (incl. the chair) shall be in economy class.

11.2 Board Members

Flight tickets for Board Members shall be issued in Business class should the flight take longer than four hours. Notwithstanding exceptional provisions which have been agreed to, flights under four hours shall be in economy class.

Article 12 Unused or Lost Airline Ticket

12.1 In case of unused or lost tickets, it is the responsibility of the traveller to cancel the reservation prior to the departure of the first flight on the itinerary.

12.2 Any costs incurred and not receiving prior approval will be the responsibility of the traveller.

12.3 Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel.

12.3.1 If there is a change in an itinerary that results in additional costs, the traveller must provide notification to the bookkeeper upon completion of travel.

CHAPTER 4 ACCOMMODATION AND MEALS

Article 13 Accommodation

13.1 Any Personnel travelling for business purposes, in Switzerland or abroad, and who must stay overnight, shall be accommodated in a 3/4-star Hotel of international standards.

13.2 The actual accommodation costs shall be reimbursed upon presentation of the original hotel invoice and any personal expenses, such as phone calls, films etc., shall not be borne by the WBSC.

Article 14 Meals

14.1 Any Personnel required to travel for business purposes, in Switzerland or abroad, and who is obligated to take their meals outside the workplace, shall be reimbursed the actual costs for regular average meals.

14.2 WBSC (or the respective event host) shall cover all meals during the events.

14.2.1 However, personal room service, meals after hours, food taken from the room mini bar, etc. are not included. It must be billed personally and must be paid by the responsible person before checking out of the hotel.

CHAPTER 5 OTHER EXPENSES

Article 15 Guests

15.1 Upon prior approval, Personnel are entitled for one extra accreditation for the event where they are working for a guest (family member, spouse, etc).

15.1.1 WBSC might assist in the booking of travels (flight ticket, etc...) and accommodation (shared room fare, extra room, etc...) and all related costs shall be at the charge of the Personnel.

15.1.2 WBSC shall not organise any meals.

15.1.3 Guests are not allowed to attend any WBSC official events / activities / meetings, unless prior approved.

15.1.4 While the WBSC office will support to find solutions for local transport this service is not guaranteed and up to possible additional charges covered by the guest itself.

Article 16 Luggage

16.1 While travelling for business purposes one piece of luggage is always covered following the restriction of the Air-company selected.

16.2 Eventual costs for additional luggage need to be prior approved.

16.2.1 Umpires working at WBSC events will be granted two pieces of luggage following the restriction of the Air-company selected.

Article 17 Additional Expenses

17.1 To ensure the follow-up of the relationships or the maintenance of the network of the organisation's business relations, the Personnel might have guests for which accommodation and meals might be required and need to be approved in advance.

17.2 The related costs shall be appropriate to the interests of the organisation and the choice of the location as well as the facilities will depend on the importance of the relationship or of the business partner.

17.3 The effective costs will be reimbursed prior approval. The following information shall be provided:

- 17.3.1 Date and place of the invitation;
- 17.3.2 Description of type of entertainment;
- 17.3.3 Business purpose and nature of the business benefit expected to be gained by the WBSC; and
- 17.3.4 Business relationship to WBSC of person(s) entertained (name, occupation, title, etc.).

17.4 Small expenses such as parking costs, internet costs or any extraordinary expenditure, which are incurred in the course of a business trip and which are not already covered by one of the provisions above, are reimbursed prior approval.

Article 18 Billing Personal Travel

18.1 Personnel may combine personal and business travel providing it is not at a cost to the WBSC. Any expenses incurred due to personal travel combined with business travel will be the responsibility of the Personnel.

Article 19 Per Diem

19.1 Personnel will be given a per diem valued as follows:

- 19.1.1 Staff: 50 USD per day
- 19.1.2 Officials: 50 USD per day
- 19.1.3 Officials Directors: 75 USD per day
- 19.1.4 Commission Members: 100 USD per day
- 19.1.5 Commission Chairs: 150 USD per day
- 19.1.6 Executive Board Members: 200 USD per day

19.2 The per diem shall be calculated for the event period assigned plus maximum two travelling days (one for arrival and one for departure).

19.3 Per diems are meant to cover personal needs such expenses, food and beverage in addition to the meals already provided by WBSC, etc.

19.4 Per Diems shall be paid during the event, in US Dollars.

Article 20 Annual Credit Card Subscription

20.1 WBSC can place at the disposal of its Personnel that performs numerous business trips a credit card of the organisation for which it will pay the annual subscription fees.

20.2 Cash withdrawals and the use of the card to settle personal expenses are forbidden.

CHAPTER 6 ADMINISTRATION

Article 21 Exchange Rate

21.1 In case the reimbursements are executed in a currency different than the one of the expenses, the exchange rate of the day when the expense occurred, or the rate shown on the credit card statement, shall be considered. In uncertain cases, the WBSC Finance Department shall have the final decision.

Article 22 Procedure

22.1 Personnel can obtain the reimbursement referred to in this regulation under the condition that the following procedure is observed.

22.1.1 Personnel are responsible to use good judgment and to check for accuracy of bills and other documents before paying or accepting them.

22.1.2 An expense claim form must be filled in (Appendix 1) and signed by the individual requesting the reimbursement.

22.1.2.1 This expense claim form must be accompanied by the corresponding original receipts and invoices.

22.1.2.2 Lump sums allowances do not require receipts but must be detailed on the expenses claim form.

- 22.1.2.3 When original receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the expense claim form.
- 22.1.2.4 The WBSC does not reimburse Personnel for expenses of USD25 or more unless a receipt is included or upon written approval.
- 22.1.3 The expense claim form shall be submitted to the Finance Department after having received the confirmation from the event manager / leader (by countersigning the form or by e-mail).
 - 22.1.3.1 The expense claim form shall be submitted after each case of expenditure within 20 days from the end of the event.
- 22.1.4 The Finance Department verifies its correctness in form and content by checking that the provisions of the present regulation have been complied with and shall then carry out the reimbursement.
 - 22.1.4.1 Expense claim forms which do not comply, shall not be reimbursed.

Article 23 Non-Reimbursable Expenses

- 23.1 The following types of expenditures incurred by the Personnel will not be reimbursed unless specifically authorised.
- 23.1.1 Personal expenses that would be incurred by the employee regardless of the employee's work-related responsibilities;
 - 23.1.2 Amounts spent in excess of those considered reasonable;
 - 23.1.3 The costs of a personal leg of a business trip that is extended for personal reasons;
 - 23.1.4 Airline or hotel upgrades;
 - 23.1.5 Expenses related to unlawful activities (i.e. moving violations, fines); and
 - 23.1.6 Baggage expenses beyond the given pieces of checked luggage, unless business related materials are checked and approved. Subject to the Rules & Restriction of the selected Air-company.

Article 24 Exceptions

24.1 Exceptions to the policy require approval by the Executive Director.

24.2 Policy exceptions can be made to reasonably accommodate Personnel and Personnel with disabilities.

Article 25 Insurance

25.1 Medical assistance and accident insurance coverage shall be provided for all the Personnel throughout the duration of the events only. However, it is strongly recommended that each individual holds personal medical and accident insurances as per rules and regulations of the country of residence.

Article 26 Entry into Force

26.1 The presented policy may be amended at any time.

26.2 This present regulation shall come into force with immediate effect, and it cancels and replaces any earlier or contrary provisions.

