



INTERNATIONAL  
**BIATHLON**  
UNION

11

VERSION 2024

# IBU TRAVEL EXPENSE RULES

Edition November 2024



## 1. GENERAL REGULATIONS

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### Environmental Commitment

The IBU recognises that travel is its largest source of greenhouse gas emissions and is committed to reducing its environmental impact. Therefore, travel alternatives must be considered first, prioritising virtual meetings over in-person travel whenever possible. If the duration of travel exceeds the duration of the engagement, virtual participation is required; any exceptions require the approval of the Secretary General. The IBU continuously monitors and manages travel to minimise environmental impact while fulfilling operational commitments.

Travel expenses will be reimbursed for persons authorised to travel on behalf of the IBU if such travel was pre-approved and necessary to perform duties in the IBU's interests.

These rules apply to all individuals traveling for the IBU, excluding staff who are governed by separate regulations.

When IBU personnel or officials travel for meetings or events invited by other bodies, such as the IOC or WOF, and where the travel is supported by those organisations their travel policies will be respected by the IBU.

## 2. TRAVEL ARRANGEMENTS AND PROCEDURES

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### Travel Coordination

All travel must be coordinated with the IBU Project Coordinators, Event Services ([travel@ibu.at](mailto:travel@ibu.at)), prior to any arrangements. Approved travellers will receive assistance to identify the most sustainable and cost-effective travel options available.

### Prioritisation of Transportation Options

Travel should follow this hierarchy to minimise environmental impact:

1. **Train travel** is preferred for distances up to 600 km.
2. **Public transportation** (e.g., bus, subway) should be used when train options are impractical.
3. **Carpooling or eco-friendly cars** are encouraged when feasible.
4. **Flights** are reserved for distances over 600 km or when no other option is practical.

Flights with a duration of less than one hour should be avoided unless part of a connecting journey.

Head-level staff may arrange their own travel; all other travel requests must be submitted through IBU travel Project Coordinators.

## 3. REIMBURSEMENT PRINCIPLES

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### Air Travel

- **Short-haul flights** (under 600 km) are generally not reimbursable unless unavoidable.
- **Economy Class** is required for flights under 6 hours (stop-over time not included).
- **Premium Economy** is permitted for flights between 6-10 hours (continuous flight duration) if available; otherwise, Business Class may be used.
- **Business Class** is only reimbursable for flights longer than 10 hours (continuous flight duration) or overnight flights over 6 hours when a full working day follows upon arrival.



#### **Train Travel:**

- **Regular Train Journeys:** First Class.
- **Overnight Travel:** Sleeping carriage is permitted.

#### **Car Travel and Reimbursement:**

Private car use is reimbursed at €0.50 per km, up to 1000 km for the entire approved trip (from residence to event and back).

For planned trips over 1000 km additional reimbursement may only be granted in exceptional circumstances when approved, generally in advance, by the Secretary General.

Parking, tolls, and vignettes are included in this allowance and are not reimbursed separately. Car rentals should prioritise eco-friendly vehicles.

Airport parking for approved flight travel may be reimbursed when public transportation to/from airport is not practical.

Additional passengers will result in an added €0.05 per km per person (max €50 for long trips).

## **4. PER DIEM ALLOWANCES**

Persons elected or appointed to functions within the IBU and those with a formal assignment to serve as an IBU Official, such as an ITO, are entitled to request a per diem. Otherwise, unless a per diem agreement exists, no per diem will be disbursed.

If agreed upon:

- **Travel Day Per Diem:** €100 per travel day (over 6 hours).
- **Workday Per Diem:** €90 per workday (over 6 hours).

Per diems cannot be combined with individual meal or hospitality receipts. Breakfast should be included with accommodation whenever possible.

When IBU personnel travel for meetings or events invited by other bodies, such as the IOC or WOF, and where the travel is supported by those organisations their travel and per diem policies will be respected by the IBU. In case of a third party paying per diems, IBU will settle those with the third party.

## **5. ACCOMMODATION**

#### **Sustainable Accommodations**

Accommodations should prioritise eco-certified hotels close to event locations to reduce local transit needs where possible. Arrangements should be made through [travel@ibu.at](mailto:travel@ibu.at) to ensure compliance with IBU sustainability guidelines.

#### **Accompanying Persons**

As a general principle, if accompanying person(s) join the person travelling on behalf of the IBU, the cost for the accompanying person's accommodation should be settled directly with the hotel, whenever possible. The accompanying person's cost should be calculated as the incremental cost due to double occupancy (upcharge).



## 6. OTHER EXPENDITURES

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Only other costs directly related to the travel purpose and pre-approved by the IBU Secretary General will be reimbursed. Documentation must clearly link expenses to the authorised travel purpose.

### **Additional Expenditures**

The following are reimbursable when included in the planned travel itinerary or when necessary due to circumstances:

- Local transportation (taxi, bus, subway, rental car)
- COVID-19 tests, excess baggage
- Other necessary expenses, if approved beforehand

## 7. CARBON EMISSIONS REPORTING AND OFFSETTING

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### **Carbon Footprint Reporting**

All travellers must provide detailed data as requested to enable the IBU to estimate the CO2 emissions for each trip upon submission of expenses. IBU will track travel-related emissions for annual reporting and to reach its environmental targets.

## 8. MISCELLANEOUS

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- **Additional Services:** Seat reservations and other optional services are not covered without prior approval.
- **Luggage:** One checked bag and one ski bag are allowed.
- **Luggage Delays or Loss:** In case of delayed or lost baggage, travellers must directly liaise with the airline for any reimbursements; the IBU does not cover replacement costs.
- **Taxes, duties and levies, additional expenses such as individual meals or beverages, and insurance costs (accident, health, retirement etc):** These are not covered by the IBU

### **Cut-off Date for Reimbursements**

Expense claims must be submitted within 30 days of travel completion.

## 9. EFFECTIVE DATE

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These rules are effective from 25 November 2024 (Decision EBM 174).