INTERNATIONAL BIATHLON UNION

10

VERSION **2026**

IBU TRAVEL EXPENSE RULES

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1. GENERAL REGULATIONS

These Rules govern travel activities of the IBU, including the Biathlon Integrity Unit (BIU), and apply to all individuals travelling on behalf of the IBU, with the exception of staff members who are governed by separate travel regulations.

Travel expenses will be reimbursed for persons authorised to travel on behalf of the IBU, provided that the travel has been approved in advance and is necessary for the performance of duties in the interests of the IBU.

Any exceptions to these Rules require the prior approval of the Secretary General, Director of Finance and Administration or Head of BIU.

In case of doubt as to whether a travel expense is eligible for reimbursement, clarification must be obtained in advance to avoid misunderstandings and ensure compliance with these Rules.

Environmental Commitment

The IBU recognises that travel is its largest source of greenhouse gas emissions and is committed to reducing its environmental impact. Travel should therefore be carefully considered and limited to what is necessary, with virtual alternatives prioritised whenever appropriate. The IBU aims to manage travel responsibly while meeting its operational needs.

2. TRAVEL ARRANGEMENTS

All approved travel, including air and train travel, rental cars and accommodation, must be coordinated with the IBU Project Coordinators Event Services (**travel@ibu.at**) before any bookings are made. Travellers will be assisted in identifying the most sustainable and cost-effective travel options available.

If specified in the travel approval, accommodation for travel on behalf of the BIU must be arranged by the BIU Office Administrator.

3. TRAIN TRAVEL

Train travel is the preferred means of transport where the distance to the destination is up to 600 km. Regular train journeys may be booked in First Class. For overnight journeys, a sleeping compartment is permitted. Other public transport or taxis may be used for local transportation where train travel is not practical.

4. AIR TRAVEL

Air travel should be avoided where possible and is generally reserved for distances over 600 km or where no practical alternative is available. Flights should generally be booked in **Economy Class**. Flights with a continuous flight time of more than six hours may be booked in **Premium Economy**, and flights of more than ten hours continuous flight time may be booked in **Business Class**, subject to prior approval by the IBU Secretary General or Head of BIU.

Paid seat selection and other optional services are not covered unless approved in advance. One checked bag and one ski bag are permitted. In case of delayed or lost baggage, travellers must seek reimbursement directly from the airline; the IBU does not cover replacement costs.

5. CAR TRAVEL

If authorised, a rental car or private car may be used. For the use of private cars, mileage is reimbursed at €0.50/km for the first 500 km and €0.25/km thereafter, up to a maximum total reimbursement of €375 per round trip (from the traveller's residence to the event and back). An additional €0.05/km per passenger may be claimed, up to a maximum of €50. All amounts stated are gross amounts.

For planned trips exceeding 1,000 km, additional reimbursement may only be granted in exceptional circumstances and requires prior approval.

Parking fees, tolls, vignettes and other vehicle-related expenses are included in the mileage allowance and are not reimbursed separately. When renting a car, environmentally friendly vehicles should be prioritised.

As an exception, airport parking in connection with approved air travel, overnight parking, or parking required for appointments lasting more than two hours may be reimbursed where the use of public transport is not practical.

6. ACCOMMODATION

Hotels may only be booked directly by the traveller where an exception has been granted. Where possible, preference should be given to eco-certified hotels close to the event location to reduce local transportation needs.

Where an accompanying person joins a person travelling on behalf of the IBU, any additional accommodation costs should, whenever possible, be settled directly with the hotel by the accompanying person. Such costs should be limited to the incremental cost resulting from double occupancy.

7. PER DIEM ALLOWANCES

Persons elected or appointed to functions within the IBU, as well as persons formally assigned to serve as IBU Officials, such as ITOs, may be entitled to a per diem. Per diems are generally intended for persons who do not receive a fee or other remuneration for their assignment, unless otherwise agreed, and require prior approval.

Where a per diem has been agreed, the allowance is **€130 (gross) for each travel or working day** exceeding six hours.

The per diem covers meals and other incidental expenses, which may therefore not be claimed separately. Breakfast is only covered when included in the hotel invoice; otherwise, it is considered covered by the per diem.

Any travel support provided by a third-party organisation will be treated as a contribution towards IBU's travel costs and does not affect the traveller's entitlement under these Rules, unless otherwise required by the respective agreement.

8. OTHER EXPENDITURES

No expenses other than those covered by these Rules will be reimbursed. In exceptional cases, additional costs directly related to the purpose of the travel may be reimbursed if approved in advance.

9. TRAVEL EXPENSE CLAIMS

All travel expenses must be submitted using the latest version of the **Travel Expense Form** and supported by clearly readable invoices or receipts in PDF format. Proof of payment alone is not sufficient. Completed expense claims must be sent to **accounting@ibu.at**.

Expense claims should be submitted as soon as possible and no later than **30 days after completion of the travel**.

Travellers must provide the travel information requested in the Travel Expense Form to enable the IBU to calculate the related CO_2 emissions. The IBU tracks travel-related emissions as part of its annual reporting and environmental commitments.

10. EFFECTIVE DATE

These rules are effective from 1 October 2026 (Decision EBM 182).