



# **TRAVEL AND EXPENSE POLICY FOR FEI OFFICIALS AND FEI STANDING COMMITTEE MEMBERS**

**Updated 06 Jan 2025 (point 1.4)**

## CONTENTS

<b>A. Transportation and Hotel Expenses</b> .....	3
<b>B. Other Expenses</b> .....	5
<b>C. Administration and Payment of expenses</b> .....	6

## **A. Transportation and Hotel Expenses**

### **1. Air travel**

- 1.1 All flights must be reserved in Economy class regardless of the duration of flying time.
- 1.2 Extra luggage expenses when associated with attendance at an FEI event will be reimbursed.
- 1.3 All flights have to be arranged with the relevant FEI department or with House of Travel (HoT) directly by indicating the department which has requested the Traveller to travel on its behalf. HoT will then seek the relevant department's approval for the travel.
- 1.4 The relevant FEI department will then, in collaboration with the FEI's designated travel agency propose different itineraries on airlines with whom they have negotiated special rates and the best rates that they can find while indicating any associated constraints to the Traveller. The contact details of the HoT are as follows:

**House of Business Travel GmbH**

**Lufthansa City Center**

Hanfelder Str. 6b,

D-82319 Starnberg

Tel.: +49 (8151) 26866 80

Email: [service@houseofbusinesstravel.de](mailto:service@houseofbusinesstravel.de)

or

[service@hob.travel](mailto:service@hob.travel)

Timings: 09:00 – 18:00 Monday to Friday

24/7 LCC Hotline: +49 306 980 21 11\*

\*For each call to the 24/7 Hotline, extra Fee of 25€

- 1.5 In the case where a cheaper option is found by the Traveller at a lower rate, this option should be chosen.
- 1.6 All new Travellers need to set up a traveller profile with the FEI who will provide the appropriate form. If the Traveller is part of a mileage program, the membership number can be indicated on the Traveller profile. This allows the Official to get mileage from his or her travel. Please note that the Traveller cannot choose to fly with a particular airline because of his/her membership in a mileage program. The choice of the airline has to be made based on the cheapest option on the dates requested.

### **2. Train**

When travelling by train, the Traveller is entitled to travel first class, within reasonable distance.

### **3. Car mileage**

- 3.1 In case the Traveller uses his/her private car for FEI business, he/she can claim CHF 0.83/km (such amount to be inclusive of any gas/petrol expenses incurred). The maximum limit is equal to the cost of either travelling by air or by train.
- 3.2 When travelling for the FEI, transport expenses (bus, train or private car) from home address to and from the airport of departure will also be covered by the FEI as per the present Policy.
- 3.3 The FEI will not cover the cost of hired and chauffeur driven cars.

### **4. Taxi**

Taxi expenses will be reimbursed from the home to and from the airport or the train station of departure. Any other taxi expenses should be described by indicating the departure address as well as the destination on the receipt or the FEI expenses Claim Form.

### **5. Rental cars**

Whenever necessary, and subject to this Policy, rental cars will be reimbursed. It is the Traveller's responsibility to find competitive rates.

### **6. Hotels**

- 6.1 The hotel arrangements are usually specified in the meeting event documentation or in the OC/FEI's invitation in case of an official international event. Unless otherwise stated in this Policy, the FEI or the host organisation pays for single room rates (from the evening preceding the meeting/event to the morning following the meeting/event).
- 6.2 Hotel expenses will be reimbursed on the basis of a receipt. Where the cost of the hotel is not paid in advance by the FEI or the relevant OC the price level of the hotel should remain reasonable. Any other expenses (e.g. mini-bar, laundry, etc.) shall not be reimbursed by the FEI unless specifically stated otherwise in this Policy.

## **B. Other Expenses**

### **1. Meals**

Meals when on official FEI business are reimbursed on the basis of receipts.

### **2. Parking**

Parking expenses will be reimbursed based on receipts.

### **3. Telephone expenses**

The FEI will reimburse the actual cost of telephone calls made for professional reasons. The Traveller has to highlight the professional calls on his/her monthly telephone statement when claiming expenses for them.

### **4. Other Expenses**

Whenever possible, expenses for all other items should be invoiced to the FEI. Small expenses can be claimed by attaching the corresponding receipts to the FEI Expense Claim Form.

## **C. Administration and Payment of expenses**

### **1. Expenses documentation**

- 1.1 All Expenses have to be claimed on the official document provided for that effect by the FEI Finance department (“FEI Expense Claim Report”).
- 1.2 Following the return from a trip made for the FEI, each Traveller must submit the FEI Expenses Claim Form within 30 days.
- 1.3 All the supporting documents and original receipts must be provided along with the FEI Expense Claim Form. FEI Expenses Claim Form must be signed by the concerned Traveller.

### **2. Payment of Expense claims**

The FEI Finance department processes claims every 2-3 weeks. Expenses will be reimbursed by bank transfer only. The bank account number and the complete bank address (including the Traveller’s IBAN number) should therefore be mentioned on the Expense Claim Form.

### **3. Exchange rates for conversion**

- 3.1 The exchange rate applied on the expense claim should be either the exchange rate as applied on the day of the expense or, if that information is not available, the exchange rate applicable at the date of the submission of the expense claim report. Any other rates applied have to be documented.
- 3.2 Any questions should be addressed to the FEI Finance department.