

## BOARD EXPENSES POLICY

### GENERAL

- 1 Expenses are paid for basic travel, by the cheapest sensible means, within the specified limits permitted by World Sailing resources available for the qualifying functions.
- 2 The Chief Executive Officer approves the Expense Claims by Board Members, against this Expense Policy. In case of disagreement or questions, the issue shall be referred to the President, who shall have the final say.

### QUALIFYING FUNCTIONS

- 3 Qualifying functions are:
  - 3.1 Official meetings of the Board.
  - 3.2 On the approval of the President, Board Members attending official functions/events on behalf of World Sailing.
- 4 If there is any doubt, Board Members should seek advice from the President or the Chief Executive Officer. Common sense and discretion will have to be applied.

### POLICIES

- 5 Board Members arrange their own flights. Board Members will reimburse to the level of costs of a premium economy class ticket. However, if the Board Member wish to upgrade or travel a higher class at their own costs, this is permitted. When in doubt regarding the price, a quote may be obtained from the World Sailing Executive Office prior to purchase.
- 6 It is encouraged that Board Members book as early as possible to avoid higher fares. Travel reimbursement will be based on premium economy class prices purchased a reasonable time in advance.

- 7 Airport transfers / taxis are arranged and pre-paid by World Sailing for all Executive meetings. Taxi receipts for all other World Sailing business related travel will be required for reimbursement.
- 8 World Sailing will arrange and pre-pay all accommodation costs relating to the Board Meeting schedule, including breakfast and lunch and refreshments during meeting days. This includes accommodation costs for spouses/partners, but only if sharing the same room.
- 9 Expenses for evening meals outside the functions on the official social programme do not qualify.
- 10 Incidental expenses on the room, such as telephone, mini-bar, meals etc do not qualify.
- 11 Further examples of expenses that do not qualify:
  - 11.1 Expenses incurred in connection with personal business, including parking fees, parking tickets, club memberships, stolen articles, etc.
  - 11.2 Any unexplained or undocumented expenses.
  - 11.3 Travel expenses of spouse, partner or family
  - 11.4 Fines or penalty fares incurred whilst on World Sailing business.

#### METHOD OF CLAIMING

- 12 Individual expenses should be submitted to the Chief Executive Officer on the World Sailing Claim Form (attached) for subsequent payment. Any queries should be directed to the Chief Executive Officer who will discuss, as appropriate, with the President.

#### RECEIPTS

- 13 Wherever possible, receipts should be attached to claim forms to satisfy the requirements of audit.