



INTERNATIONAL ORIENTEERING FEDERATION

Travel Policy

Approved, 20 March 2026

Issued by: IOF Council

IOF Travel Policy

Purpose

This policy sets out the conditions and procedure for the booking and reimbursement of reasonable expenses necessarily incurred when travelling on IOF business.

Scope

This policy applies to:

- full time and part time IOF employees,
- IOF Council members
- IOF Commission members
- IOF Senior Event Advisers (SEA)
- Other IOF volunteers acting on behalf of IOF

Examples of IOF business are:

- the provision of Senior Event Advising services in connection with IOF major events (travel only, accommodations and all local costs to be provided by the appointed organiser).
- assigned representation on the behalf of the IOF at events, conferences or development clinics/seminars.
- extraordinary volunteer participation at IOF meetings and activities.

Note that volunteer participation at ordinary IOF Council and Commission meetings is not considered IOF business in the context of this policy, where Council and Commission members should be reimbursed via their national federations. Travel to such meetings is governed by the travel policy of the respective national federation.

Any questions regarding whether or not a trip is considered IOF business shall be referred to the IOF Office prior to any bookings being made.

IOF Office employee travel conditions may be affected by collective trade agreements which have legal precedence. Areas affected are denoted with an asterix*.

General information – sustainable travel

All travel on IOF business should take into consideration and balance the following sustainability principles.

- The IOF recognizes that it is dependent upon the sustainable availability of volunteer resources for the conduct of its business and respecting and optimizing volunteers' time is an important consideration when planning activities and travel.
- The IOFs financial resources are finite, and the financial sustainability of the organization is important. It is therefore important that cost-effective solutions and intelligent frugality are considered when booking travel.
- The IOF embraces the need for actions to reduce our climate impact and improve environmental sustainability. Planning of necessary travel should take this into consideration, i.e. through choosing travel options which reduce climate impact. Options for minimizing travel should also be considered.

In consideration of the above, travel planning should prioritize the use of public and mass transportation options with the least climate impact if this does not significantly impact the cost of travel or significantly inconvenience volunteers. For example, rail travel should always be considered instead of air travel if possible.

Specific information per travel expense category

Rail Travel

- Rail travel shall ordinarily be reimbursed at economy/standard class rate, including the cost for a pre-booked seat.
- For rail travel of more than 4 hours, a first-class seat/berth may be booked as long as the cost of such a booking does not exceed the corresponding economy/standard fare by more than 20%.
- The purchase of tickets should be made as early as possible in order to get cheaper fares.

Air Travel

- Air travel to and from the destination city shall ordinarily be reimbursed at Economy airfare by the most direct route. The traveller shall seek out the lowest available airfare cost available within 4 hours of the desired departure time.
- Booking shall be made as far in advance as possible to take advantage of the lowest rates possible.
- Travellers are encouraged to consider cheaper direct flights to airports that are located at reasonable distance by train or coach from the intended destination.
- Non direct flights should be considered only in case the cost is significantly lower than direct flights.
- If a special request is made to fly with a specific airline, the difference in cost is to be covered by the traveller.
- The IOF will not normally reimburse volunteers for any airport accommodation,

- regardless of the departure time of a given flight or the distance from the volunteer's home to the airport.*
- Bookings shall be made as far in advance as possible, to take advantage of the lowest rate possible.
- The IOF will cover standard seat selection on flights only (no premium or preferred)*
- Upgrades for air travel are not reimbursable. Any upgrade of either class or seat selection is at the volunteer's expense.
- Travelers can either claim expenses for a taxi/Uber to the airport, or mileage and parking for their personal car.
- IOF will normally reimburse the cost for one (1) standard piece of baggage.
- Travelers will be reimbursed for additional baggage charges when travelling with heavy or bulky materials or equipment necessary for the IOF business being conducted.

Car Travel

The use of private car for travel on IOF business should be limited to cases where:

- Public/mass transportation options are not readily available.
- The cost is significantly lower than using public or mass transportation options
- Transportation is coordinated with other travellers to the same location making this the most cost and climate effective solution.

When use of a private car is necessary mileage may be claimed at the rate of 2,5 SEK/km (or equivalent in local currency at published exchange rates). In any case, reimbursement for mileage will be limited to the equivalent of one return economy airfare.

Where car travel is used and mileage is claimed, only one person may claim the mileage. Passengers traveling in the automobile may not claim mileage or the cost of equivalent public transportation.

The IOF will reimburse for road tolls incurred.

Car Rental

Car rental is only authorized as reimbursable if a saving is evident or other means of transportation are unavailable.

All rentals must be for intermediate-size cars or smaller, unless four or more people are travelling together or warranted by accompanying equipment.

Accommodations

The IOF will reimburse travellers for hotels, motels, and other accommodations at reasonable amounts. Travellers should, if possible, book accommodations via hosts to take advantage of local accommodations deals.

Single occupancy for IOF Council, IOF Office staff, IOF official representative at events, IOF SEA and IOF ASEA at events. Double occupancy in other cases (unless uneven

numbers require single occupancy).

All employees and volunteers are responsible for paying their own hotel incidentals. If any incurred room expenses are deemed IOF expense, the individual must submit the proper documentation of receipts, for reimbursement after approval.

The following services will not be reimbursed by the IOF

- In-room movies
- Mini-bar purchases
- Room services
- Personal phone calls

Additional Information

If a special request is made to stay longer than the required travel dates or to return to a different destination post-trip for personal travel, the IOF will accommodate, however any additional costs associated with the requested changes will be the responsibility of the traveller.

Travel Insurance

The IOF holds travel insurance for IOF business travel.

COVER:

- Personal possessions and Equipment
- Personal liability

DOES NOT COVER:

- Personal accident

Complete insurance terms and conditions can be provided by the IOF Office upon request.

Reimbursement of Expenses

General

IOF will not reimburse any amounts for personal entertainment, sightseeing, long distance phone calls or other personal expenses.

For IOF invited guests attending IOF related events, the IOF may cover different items depending on the event. It is the responsibility of IOF Office to clearly outline with the participants what expenses will be covered by IOF.

Reporting requirement

Reimbursement for travel expenses will first be paid when the appropriate report for the activity is filed with the IOF Office. For example, SEAs shall file an SEA visit report in accordance with the disciplines Event Advising guidelines, Council members a representation report etc.

Receipts

Original receipts/ Photo of/ scanned copy of the original receipts are required for air, bus and rail fares, accommodations, taxis, meals and in general for all items except mileage claims. Please submit the receipts to the IOF Office in .pdf format.

Claim Forms

All claims are to be made on the proper IOF Expense Claim Form which can be found on the IOF website. The form may be submitted digitally by e-mail. The Claim Form also includes a carbon-footprint report which shall be completed for each claim.

Expenses should be listed in the currency of the country visited and converted to the equivalent amount in the travellers desired currency for reimbursement. The exchange rate used should be shown on the claim.



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