



Information on Travel Organisation by the IRO Office

For the travel organisation for personnel of IRO (below IT*), the following rules apply:

1. IRO Office proposes a travel route and travel kind of appropriate connection and duration to IT. Journeys by train are reasonable, if they match the criteria of appropriates and duration comparable to the journey by plane or car.
2. The IT has 3 calendar days to give feedback to this proposal. In special cases (e.g. current price is not available for long), this time span may be shortened and communicated by the office.
3. If there is no feedback within the deadline, the office will book the proposed itinerary and communicate it to the organising NRO.
4. If the IT wishes for another itinerary or transportation (airline ect.) this needs to be booked by himself after feedback to the office. If the price is higher than the price of the proposed journey, the latter will be used as a reference price for the reimbursement via expense report. If organising the journey by himself, the IT will be responsible for communicating his itinerary, arrival time, etc. to the organising NRO in sufficient time.

>> ATTENTION

If another itinerary or type of travel is desired, but this is not communicated to the office before the deadline, the costs incurred must be borne by the IR itself! The executing NRO must also be informed in good time in the event of a self-organized trip. If this does not happen, any additional costs that may arise must be borne by the IT himself.

For further questions, please contact the IRO Office.

* IRO Judges, Classifiers, Trainers, members of the Executive Board, and other voluntary personnel travelling for IRO.



Information on the Expense Report

- 1. Daily allowance is not a payment for work time.** It is a reimbursement for eventual additional costs incurring throughout the journey and the stay. These costs will not be reimbursed extra but are covered by the daily allowance. 50 Euros are paid for half working days and 100 Euros for whole working days.
- 2. The claim to reimbursement of expenses expires 3 months after the event.** If the form has not been received then, the costs will not be refunded. The current expense form can be found on the IRO website under the menu item Insider Info - Downloads.
- 3. Judges, classifiers and trainers have to give feedback.** Reimbursement of expenses will only be paid upon presentation of the report.
- 4. If the arrival has to take place one day before the event or if it lasts longer than 12 hours,** half a working day will be paid. The rate replaces any reimbursement for setting up the site, inspection, preliminary discussion, etc. in advance of the actual event. The right to reimbursement of expenses ends on the last day of the event. The day of departure can only be claimed (with 50 Euros) if the return journey takes longer than 12 hours.
- 5. Trips at the event location require an explanation.** The organising NRO is responsible for on-site transport during the event. If transports on site are billed to the IRO, an explanation must be submitted with the expense report. (IRO staff members who drive their own vehicle on site and don't use the transport by the NRO have to bear the costs themselves).
- 6. When travelling by car,** mileage allowance can be charged. This is remunerated at the official rate of 0.42 Euros per kilometre.
- 7. Additional expenses** such as parking, tolls, etc. will be reimbursed upon presentation of the relevant receipts. In the event of a significant difference to the trip proposed by the IRO (train, bus or flight), the reference amount applies. See *information on travel organization above*.
- 8. When converting to other currencies,** the IRO uses the official daily rate for the date of the receipt. In the event of significant deviations from the expenditure made, a bank slip can be submitted as evidence.