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WBSC

WORLD
BASEBALL SOFTBALL
CONFEDERATION

Game Time!

WBSC – Travel and reimbursement policy

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1. Scope of application

1.1. Preamble

The World Baseball Softball Confederation (hereafter WBSC or the organisation) is a non-profit organisation with its Headquarters at Avenue Général-Guisan 45, 1009 Pully, Switzerland.

The organisation employs employees with an individual contract of employment and volunteers who do not receive any compensation as such for their volunteer activity. Together they are designated hereafter as “the staff”, “staff members” or “members or the personnel”.

1.2. Scope of application

This regulation relating to the reimbursement of expenses applies to persons bound to the organisation by an individual contract of employment (hereafter members of the personnel) and to persons acting as a volunteer for the WBSC (hereafter volunteers). Together, they form the personnel of the WBSC (or “WBSC staff”).

This regulation does not apply to the reimbursement of expenses incurred, in conformity with the provisions of a collective labour agreement (CCT), by organisation personnel subject to this latter.

1.3. Volunteers

A volunteer in the sense of the WBSC is a person who has been elected or appointed as a volunteer according to the articles of association of the organisation.

A volunteer does not receive any salary or benefit compensation for his activity for the organisation. No salary certificate shall therefore be issued for volunteers of the WBSC.

If expenses are reimbursed according to this expense regulation or to the general expense regulation of the WBSC, no salary certificate shall be issued.

If any benefit is paid for services rendered to the organisation in addition to the reimbursement of expenses as set by the expense regulations of the WBSC, a salary certificate has to be issued.

Volunteers would generally receive a per-diem of 50 USD (or equivalent) to cover personal costs during the duration of their activity, no salary certificate shall be issued.

1.4. Principle of the reimbursement of expenses

Expenses shall be allowed for reimbursement when they have been incurred by members of the personnel in the execution of their work in so far as they have been undertaken and documented in conformity with the provisions of this regulation.

Expenses are reimbursed up to the effective amount spent on the occasion and on submission of the original receipt. Reimbursement in the form of a lump sum allowance is accepted only in the cases as defined hereafter.

The members of the personnel have the duty to limit as much as possible their expenses according to this expense regulation. Expenses of a private nature remain the responsibility of the member of the personnel who has incurred them.

2. Travel expenses

2.1. Travel by train

For all business travel by train within Switzerland or abroad, personnel members are allowed to travel 2nd class. A half-price CFF railcard, or depending on circumstances, its foreign equivalent, can be paid by the organisation if necessary.

If the frequency of business trips by train justifies it, the organisation may pay for a general CFF season ticket, or depending on circumstances, its foreign equivalent. The ones who receive a season ticket cannot claim expenses for the use of a car. For Swiss employees and Swiss volunteers, they cannot deduct their travel costs between their home and their office in their tax return. The salary certificate shall mention that point.

2.2. Travel by urban public transport

Tickets will be paid by the organisation to personnel required to travel for business reasons by urban public transport.

In case of need, a travel card will be paid by the organisation to personnel members when appropriate. In that case, the Swiss card holders cannot claim their travel costs between their home and their office in their tax return. The salary certificate shall mention that point.

2.3. Travel by plane

As a general principle, for duration of travel of less than 4 hours, public transportation such as train shall be preferred to air travel as long as it is appropriate. For air travel, Senior WBSC Staff shall travel as follows:

For a duration of flight of less than 5 hours: Economy class

For a duration of flight of more than 5 hours: Business class

Except in case of emergency, or unexpected last-minute travel, all airplane tickets have to be issued through the WBSC headquarters. All exceptions must anyhow be priority approved by the Executive Director

2.4. Travel by taxi

The costs of business travel by taxi shall be paid by the organisation on the condition that the use of public transport is not suitable in the circumstances. Only the costs for the use of public transport will be reimbursed to personnel members who use a taxi for a drive that is well covered by public transport.

2.5. Travel by hired car

The costs of business travel by hired car shall be paid by the organisation, on the condition that the use of the train or urban public transport is not suitable in the circumstances.

2.6. Travel by private car

A private car is considered to be a vehicle held by a member of the personnel of the organisation for which he/she assumes the bulk of the expenses.

Business travel made by private car shall be paid by the organisation on the condition that this travel mode saves time or money, or in cases where the use of train or urban public or air transport is not suitable in the circumstances. Only the costs for the use of public transport (including air transport) will be reimbursed to personnel members who use their private car for a drive that is well covered by public transport.

The corresponding travelling expenses shall be reimbursed in the form of an allowance per kilometre fixed at 0.60 CHF.

3. Costs of meals and accommodation when travelling on business

3.1. Costs of meals

The effective costs of meals incurred when travelling on business shall be paid by the company within the limits set hereafter. Business travel within the meaning of this provision shall be considered as that which involves taking at least one meal outside the usual place of work.

3.2. Costs of accommodation

Business travel within the meaning of this provision shall be considered as that which involves spending at least one night away from the domicile.

The accommodation shall usually be a hotel of a 4-star of international standards.

As long as it is in the interest of the organisation, a member of the personnel can choose a hotel of a higher category for representation reasons.

The effective accommodation costs are reimbursed under submission of the original invoice, with deduction of possible personal expenses.

4. Other costs

4.1. Representation costs

To ensure the follow-up of the relationships or the maintenance of the network of the organisation's business relations, it can be that members of the personnel invite those persons. The related costs shall be appropriate to the interests of the organisation. The choice of the location as well as the facilities will depend on the importance of the relationship or of the business partner.

The effective costs will be reimbursed. The following information shall be provided:

- Name of all the attendees
- Name and place of the invitation
- Date of the invitation
- Business purpose of the invitation

4.2. Small expenses

For small expenses such as parking costs or business telephone or internet costs which are incurred in the course of a business trip and which are not already covered by one of the provisions above, are reimbursed on presentation of the original expense receipt.

If no evidence of the expense receipt can be provided or if this represents an administrative burden, a lump-sum allowance of maximum CHF 20 or equivalent can be paid exceptionally by the organisation.

Appropriate written claim shall be provided by the claimer.

4.3. Credit card

The organisation can place at the disposal of its staff members a credit card of the organisation for which it will pay the annual subscription costs.

Cash withdrawals and the use of the card to settle personal expenses are forbidden. The organisation can pay the annual subscription for a credit card whose holder is a member of the staff and who performs numerous business trips.

5. Administrative provisions and terms and conditions of reimbursement

5.1. Procedure

Members of the personnel can obtain the reimbursement of the expenses referred to in this regulation on condition that the following procedure is observed:
the claim for expenses shall be drawn up after each case of expenditure, but at least once a month on the form specified by the organisation and signed by the person claiming the reimbursement. The expenses claim form must be accompanied by ad hoc original receipts. Lump sums allowances do not require receipts but must be detailed on the expenses claim form. The expenses claim form must be submitted to the finance department of the organisation.

This latter will check it and give its approval by countersigning it together with the approval and countersigning of the Treasurer of the organisation. The expenses claim of the Treasurer will be checked and countersigned by the President.

the expenses claim form together with the receipts must then be sent to the finance department, which will check:

- the arithmetical accuracy
- the observance of the above procedure
- the observance of the expenses limit provided in this regulation

In the event of conformity with the above provisions, the accounts office will stamp the expenses claim form and make the reimbursement of this latter by cash or bank transfer. Claims for expenses which do not conform will not be reimbursed.

5.2. Exchange rate

Expenses incurred in a foreign currency shall be reimbursed using the exchange rate of the day when the expense occurred, or the rate shown on the credit card statement.

6. Entry into force

This regulation will enter into force on the 1st January 2019.

World Baseball Softball Confederation

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