2025



EXPENSE REGULATIONS

Come into force on 1 January 2025
International Korfball Federation
Utrecht, the Netherlands

Contents

1. KILOMETRE COST 2
2. PARKING 2
3. LODGING 2
4. FOOD AND DRINK 3
5. POSTAGE 3
6. PHONE 3
7. SUNDRIES 3
8. IKF VOLUNTEERS 4
9. GENERAL 5

IKF volunteers are entitled to charge her / his volunteer related expenses to the IKF.

In all cases the formal IKF Expense Claim Form, hereinafter referred to as "Form", must be used. The Form in Excel format is available through the IKF Office or the IKF Financial Administrator - currently Mr Erik Buizer (erik.buizer@ikf.org).

Each Form must be properly completed in Euros. Forms must be accompanied by formal documents to confirm expenditure. The Form plus formal documents should be sent electronically to the IKF Financial Administrator. The IKF accepts scanned documents as proof of expenditure.

The format of the Form It is not allowed to be changed. It has to be used in the size in which it is provided as all Forms have to be printed for financial control after the year end by the IKF Auditing Committee.

The principle of charging the IKF is based on the fact that the costs are incurred in person by the claimant.

We ask our volunteers to use the "IKF money" in the most economical way. Money is a scarce source.

1. KILOMETRE COST

When travelling is done by car solely for IKF reasons a charge per kilometre is used. This charge is the same which is used by the Royal Dutch Korfball Federation, which is conform the Dutch Government regulations. If travelling by car, if possible, we ask our volunteers to combine trips with more volunteers in one car. If our volunteers combine business, private and IKF work they are entitled to charge only the additional kilometres undertaken for IKF activities.

2. PARKING

While traveling by car parking costs can be claimed. Volunteers are asked to avoid parking at airports due to the high costs. Long stay parking can be a solution when traveling by car is the only travel option.

3. LODGING

Lodging (on bed-and-breakfast basis) may be claimed if a volunteer has to leave home earlier than 07:00 in order to be in time for the meeting/event or when travelling home from a meeting/event if it is not possible to arrive at home before 22:30. Upfront written approval of the IKF CEO in advance is required. If our volunteers combine business, private and IKF work they are only entitled to charge the personal additional amount incurred for IKF activities. If the invoice(s) from the hotel includes both business/private and expenditure for IKF work then the business/private expenditure must be deducted and the remaining amount for the IKF work can be claimed.

4. FOOD AND DRINK

Reasonable food & drink costs incurred while away from home IKF business may be claimed. The following is considered to be reasonable: –

a) During travel

- Tea, coffee or other beverages purchased during a journey of at least three hours.
- Lunch when the volunteer's journey starts before 1230 and finishes after 1430.
- Dinner when the volunteer's journey starts before 1830 and finishes after 2030.

b) At the venue of the meeting/event

- Lunch and/or dinner. Where the host/organiser has provided a meal such a claim will only be allowed in exceptional circumstances.

5. POSTAGE

The amount on the invoice(s) for IKF postage can be claimed.

6. PHONE

We ask our volunteers to use free of charge solutions as Skype where possible. Further we ask the volunteers that they spend the “IKF money” in the most economical way.

7. SUNDRIES

There are three kinds of sundries:

1. Airline and train tickets.
2. Local transport to and/or from airport and station in the country of the volunteer.
3. Local transport in the country of the event\activity.

Explanation:

1. See the text beginning with: 'The amount on the invoice(s) can be claimed.

2. The IKF volunteer must as much as possible use the public traffic. If this is impossible (for example if the flight is by night) it is allowed to use the own car. In that case the volunteer must use the most cheapest way. This part of the claim will be approved by the CEO after the claim is received. In cases of doubting, please ask permission from the CEO.

3. Local transport must be claimed by the local organization. In the regulations of organizing events/activities is mentioned that these costs are always must paid by the LOC ore other authority. The IKF will not refund these costs, unless there is permission from the CEO.

The amount on the invoice(s) can be claimed.

Airline and train tickets can be claimed after reservation and payment by the volunteer even if the journey in question has not yet taken place. The volunteer should find the most economical way to reach their destination(s). (The most economical may not necessarily be the cheapest but should take into account price together with reasonable arrival, departure and overall travel times.) The IKF strongly prefers the volunteers to initially reserve and pay their flight(s) themselves. The appointment letter will state a maximum rate. When the price of the flight ticket or other costs exceeds this rate approval in advance by the IKF CEO is required.

No costs of travel insurance, seat reservation, extra luggage, etc will be refunded (unless approved in advance by the IKF CEO).

The IKF will refund sundries when requested by the volunteer even in advance of the activity as a pre-payment. In that case the associated financial report has to be done within two weeks after the activity.

8. IKF VOLUNTEERS

All IKF volunteers perform their activities without a basic right for compensation for days spent.

IKF volunteers are awarded their duties / projects on request of the IKF. They have the right to accept or to refuse a request. All requests describe the goals and duties in combination with the days of the project. The IKF budget holder keeps track of the number days with IKF service.

If any IKF volunteer would exceed in the next project 30 days per calendar year in IKF service for development, education or competition then the budget holder should ask for an IKF Exco decision for the next appointment. This must happen before the next appointment can take place. The IKF Exco is the sole body

responsible for a formal decision. Any volunteer, external to IKF Council, to be appointed by an IKF Committee or the IKF Exco/Council to develop tasks involved in development, education or competition will be compensated with a daily amount, when he/she will be involved within the IKF for more than 30 working days per calendar year (A week counts for a maximum of 5 working days). Only the days above 30 qualify for the right for compensation.

This program should include activities considered within a period of one year term starting 1 January related to:

- Travelling days (starting at home country). When travel starts after 16:00 the next working day counts as the first day
- Activities like clinics, promotion, courses, tournaments, etc.

Approvals for IKF activities that exceed the 30 working days made after any activity has already taken place may not be granted. Every other activity should be considered a personal matter and therefore external to the official IKF Program (like extra travelling holidays before/after/during the activity mentioned).

9. GENERAL

The IKF does not reimburse cost for insurances.

All IKF volunteers are covered under the IKF Liability Insurance when they perform IKF tasks. This includes travel to and from the place to be for the IKF tasks.

Claims – The Form plus all required invoices and other documents - must be sent at least twice a year to the IKF Financial Administrator.

If claimants need to convert local currency to EUR (the only currency in the IKF Administration) they need to use the formal exchange rate on the day of the expenditure.

The IKF Financial Administrator will only consider the claims if they are complete, including all (scanned) invoices and other documents. The IKF Administrator will report back to the claimant if the claim is incomplete with the reason – e.g. incorrect description, no, or missing, supporting documents and/or no signature,

The IKF Administrator shall take care for the internal approval process as agreed by the IKF Executive Committee. The budget holder within the IKF is responsible for the internal approval.

The IKF Financial Administrator shall do his utmost to finish the approval process within five working days after receipt of the complete claim i.e. Form plus documents.

After claim approval the IKF will pay the agreed amount within five working days (in holiday-times this may take some more days).

Claims for expenses incurred at the end of a financial year must be sent as soon as possible but in any case must be sent within 2 weeks of the year end (i.e. before 15 January).