

# IMGA TRAVEL AND ENTERTAINMENT POLICY

## 1. Introduction

1.1. The International Masters Games Association (IMGA) is committed to promoting and fostering the growth of Masters sports worldwide. To achieve this, the IMGA organises and participates in various international events, necessitating travel for its staff, athletes, and other stakeholders.

1.2. This Policy sets out guidelines and procedures for all travel-related and entertainment activities undertaken by IMGA representatives, aiming to ensure responsible, efficient, and cost-effective travel and arrangements while prioritising the safety and well-being of all travellers.

## 2. Scope

2.1. This policy applies to all IMGA staff, Board Members, committee members and any other individual travelling on behalf of the IMGA. All travellers must adhere to this policy when making travel arrangements and whilst travelling.

## 3. Travel Authorisation

3.1. All travel must be pre-approved by the relevant IMGA authority, such as the Chief Executive Officer, the Board, or the designated Travel Coordinator. Travellers must submit a written travel request, outlining the purpose, destination, duration, and estimated costs of the trip.

## 4. Booking and Accommodation

4.1. Travellers are encouraged to book flights and accommodation well in advance to secure the best possible rates.

4.2. Unless otherwise specified, all flights and accommodation bookings should be made through the IMGA's administration.

4.3. Travellers can choose business class tickets for all flights.

4.4. Travellers can request a replacement of business class tickets for two economy class tickets at a total lower or equivalent value.

4.5. Accommodation should be booked at a reasonable standard, typically equivalent to a 4- or 5-star hotel, prioritising safety, comfort, and proximity to the event venue. 4-star accommodation should be prioritised when possible.

## 5. Per Diem

5.1. Per Diem will follow the standard IOC (International Olympic Committee) rate of CHF 450.-

5.2. In general board members will be paid Per Diem when traveling for the IMGA.

5.3. In connection with IMGA Board Meetings, each Board Member is entitled to Per Diem for a total of three days (two travel days and one meeting day). No Per Diem will be paid for online meetings.

5.4. Per Diem will be paid via bank transfer no later than 30 days following the meeting. Each Board Member must provide the IMGA administration with all necessary account information, including: Holder of account, address, IBAN and SWIFT.

## 6. IMGA Events

6.1. Board Members will not receive Per Diems during IMGA Events beyond the three days allocated to the IMGA board meeting held at the event, with the exceptions mentioned below.

6.2. The IMGA will provide accommodation during all IMGA events beyond the days allocated to the IMGA board meeting. The IMGA administration must be



informed of board members' intended length of stay no later than sixty days before the event.

6.3. Board Members should attend the IMGA's Board meeting, held at the time and place of the Games. They are also expected to participate in official ceremonies, functions, press conferences, seminars, etc. Should Board members stay longer than the days allocated to meetings to take part in the above-mentioned activities, the per diem will be paid for the full period of their commitments/ duties during the Games.

6.4. Board Members should attend as many different sports competitions as possible. Meet with Masters Athletes and present medals when requested

6.5. If possible, Board members must set an example of active lifestyle by competing at the Games in a sport of their own choice. The IMGA administration should be informed of this choice no later than sixty days before the event.

## 7. Travel Expenses

7.1. IMGA will reimburse travellers for reasonable travel expenses, including flights, accommodation, ground transportation, meals, use of private car and other essential costs incurred during official travel outside of board meetings and IMGA events. Expenses will be paid according to standard Swiss tariffs.

7.2. Travellers must submit original receipts and a completed expense report within 30 days of returning from their trip. Expenses submitted without proper documentation may be denied.

## 8. Entertainment

Entertainment and dinner expenses are meant to enhance business relationships, create networking opportunities, and build goodwill with clients, partners, board members, potential host cities and employees. The purpose of such events should align with IMGA's objectives.

### 8.1. Expenses Covered

The following expenses may be covered under this policy:



- a) Meals: The cost of food and beverages for attendees, including reasonable gratuities and taxes.
- b) Venue Rental: Charges for the private room or space, if required, to host the dinner event.
- c) Transportation: Reasonable transportation expenses incurred by guests to attend the event.
- d) Alcohol expenses will be covered if they are moderate and appropriate for the occasion.
- e) Miscellaneous: Any other reasonable expenses directly related to the event.

## 9. Travel Insurance

9.1. The IMGGA will provide comprehensive travel insurance coverage for all IMGGA staff. IMGGA Board members will be insured for travel events directly related to the IMGGA/ Travellers must familiarise themselves with the policy's coverage and limitations before departure.

## 10. Health and Safety

10.1. Travellers should consult with their healthcare provider and ensure they have received all necessary vaccinations and medications for their destination.

10.2. IMGGA travellers must abide by all local laws and customs and any event-specific guidelines or policies.

10.3. In the event of an emergency, travellers should contact IMGGA administration, who will provide guidance and assistance as needed.

## 11. Travel Visa and passport

- 11.1. Travellers must ensure they have obtained the necessary visa required for their travels.
- 11.2. Travellers must ensure their passport expiry date is in line with the policies of their travel destinations.
- 11.3. Visa costs for the Board members/ staff will be reimbursed by the IMGGA (visa fee, Transport, postal expenses, etc).



## 12. Environmental and Social Responsibility

12.1. Travellers should strive to minimise their environmental impact, using public transport when feasible and considering the environmental performance of their accommodation options.

12.2. IMGA travellers are encouraged to engage with and support the local communities they visit, including respecting local customs, purchasing goods from local vendors, and participating in cultural activities.

## 13. Policy Violations

13.1. Any breach of this policy may result in disciplinary action, including but not limited to denial of reimbursement, withdrawal of travel privileges, or other sanctions as deemed appropriate by the IMGA.

## 14. Policy Review

14.1. This policy shall be reviewed periodically, with amendments made as necessary to ensure it remains relevant, up-to-date, and in compliance with applicable laws and regulations