



# TRAVEL & EXPENSE GUIDELINES

ISU Office Holders & Officials

**Effective 13 June 2026**



# Travel and Expense Guidelines

## I. General

### 1. Area of application

Travel, accommodation and other related expenses are reimbursed under the authority of the ISU Director General and the ISU Secretariat in accordance with these Guidelines and the Budgets approved by the ISU Council.

All such expenses must be incurred solely for the purpose of ISU's business and activities and in the context of pre-approved and budgeted events or activities.

This policy applies to ISU President & Council members, ISU Office Holders and ISU Officials.

### 2. Underlying Principles

Expenses must always be necessary, appropriate and reasonable in the context of the country/city where they are incurred. It is the duty of every claimant to keep their expenses as low as possible.

When engaging or incurring expenses, every Traveler must consider:

- a) Business needs of the ISU
- b) Economic considerations
- c) Environmental considerations
- d) Personal comfort

## II. Reimbursement of expenses

All expenses, except for the specifically defined fixed amounts, shall be reimbursed only if accompanied by a valid receipt showing date, currency and amount of expense. Where VAT has been included in the cost a valid VAT receipt should be presented. Receipts shall not be necessary for amounts below USD 15 (or CHF 15, EUR 15 or the equivalent).

Please remember that credit card vouchers are not valid receipts unless they show the item being purchased. Restaurant receipts must be detailed, showing items consumed.

For reimbursement of airline tickets, copies of the airline ticket must be provided with the receipt or invoice.

A photo of the receipt is sufficient. You do not need to keep the original.

### 1. Travel expenses

#### a) Airline tickets

All flight tickets must be booked through ISU Travel ([travel@isu.org](mailto:travel@isu.org)). ISU Travel will make contact with the Traveler as soon as possible after their approved travel is confirmed and no later than one month before travel. It is the Traveler's duty to

respond in a timely manner to ISU Travel proposals in order to secure the best tariffs. Any reservations less than a month from travel date will be made based on price and not necessary the most convenient routing.

ISU Travel will propose a flight itinerary and airline taking into account the Traveler’s travel profile, schedule, trip duration, stop-overs and the ticket price. Choice of airline is the sole responsibility of the ISU. If a Traveler is combining two events (in a back-to-back situation and assigned by ISU), the ISU may in exceptional circumstance request two return trips instead of a round-trip ticket. The assignment and the convenience normally prevail.

Economy/business class flights

Flight time:	Flights < 4 hours	Flights 4-8 hours	Flights > 8 hours
ISU President & Vice Presidents	Economy	Business	Business
Council Members			
Honorary Members			
Other Office holders			
Officials		Economy	Premium Economy if available

The times indicated refer the longest single leg of a journey. If flight time from first take-off to final landing exceeds 12 hours, business class applies for Office Holders.

ISU Travel will endeavour to book the cheapest possible ticket that allows changes of bookings against a penalty. The penalties depend on the time of the requested changes; changes will not be accepted without valid reason.

If Premium Economy is unavailable, the Traveler may normally travel in business on such flights unless cost is prohibitive.

For ISU President, Council and Honorary Members, as well as the ISU Director General, it is possible to request two economy class tickets (one ticket for an accompanying person) if the cost for the two tickets is less than that of one business class ticket. Should the cost for two economy class tickets be higher than one business class ticket, the difference will be at the charge of the Traveler. For all other Travelers, such an arrangement will be possible only in exceptional circumstances.

Apart from Council or Honorary Members, ISU Travel does not book tickets for Partners or Family. Any Traveler wishing to travel accompanied should make their own booking only after checking the tariff with ISU Travel.

ISU Travel does not book tickets using Miles schemes. Choice of airline is based on price and convenience. No Traveler can travel exclusively with a single carrier.

Expenses related to obtaining entry visas for Travelers will be reimbursed by the ISU. Travelers should make their own inquiries in due time concerning visa requirements as entry formalities in some countries change frequently. The ISU Office is unable to

provide complete visa information due to the diversity of requirements depending on the origin and destination country.

### **b) Train and bus**

The ISU will reimburse first class train or bus tickets. Rail travel should be used in preference to air travel wherever possible. Private cabins for night trains may be also considered as an alternative.

The ISU will reimburse the Swiss half-fare travelcard for frequent Travelers to the ISU Office.

Between Geneva or Zurich airports and Lausanne, train travel must be used.

### **c) Private car / uber / taxis**

Public transport systems should be used whenever possible.

Use of private cars for an ISU journey are only reimbursed when a considerable saving of time and/or costs can be achieved, or if the use of public transport is not feasible. Car sharing should take place wherever possible.

The reimbursement for the cost of using a private car amount to CHF 0.60 per kilometre but limited to a maximum total amount of CHF 300 per journey (total round trip of 500km). For longer journeys, approval by the ISU Travel is required. Road tolls are reimbursed.

## **2. Meal expenses**

At ISU Events, Congress, official meetings, provided that the meal expenses are not paid by the ISU or by an organizer (including event hospitality provision) or served during a flight or included in the hotel room package, a meal allowance will be normally be paid on a daily, per-meal basis. The current amounts are 35 USD-Breakfast, 55 USD-Lunch and 70 USD-Dinner. These amounts may be adjusted (increased or decreased) in exceptional circumstances based on the destination.

In other circumstances, meals are reimbursed upon production of a valid receipt. The cost of meals will depend on location but should not generally exceed 125 USD daily including drinks (excluding breakfast). Soft drinks, beer and wine will be reimbursed within the above limits.

## **3. Accommodation**

Provided that accommodation costs are not paid by the ISU or by an organizer, superior quality 3 star hotels should be used, where possible. Costs will be reimbursed upon submission of the receipt. Any extras not authorized by these guidelines must be deducted from the hotel bill.

Should the Traveler be accompanied, ISU will pay the cost of a double room but meal expenses of the accompanying person are not reimbursed by the ISU, except for ISU Congress where ISU President, Council and Honorary Members' (as well as ISU Director General's) accompanying partners' meal costs are covered.

#### 4. Per Diems

ISU Office Holders are entitled to per diems of USD 125 per day when travelling to ISU meetings or events, subject to the restrictions below.

Per Diems may only be claimed when attending ISU Congress, Council or official Committee meetings or at ISU Events or seminars only for the number of days **when performing an actual function** such as officially appointed ISU Representative or Technical Committee representative or Medical Advisor or acting as a moderator, examiner etc. Other trips are not subject to per diems.

If appointed Officials at the Olympic Winter Games (OWG) and/or Winter Youth Olympic Games (YOG) acting as Referee, Technical Controller, Technical Specialist or Technical Delegate or other official functions during the OWG/YOG receive a per diem amount from the local Organizing Committee and/or the IOC, they shall not receive a per diem from the ISU. For other OWG/YOG attendance per diems will be paid only for days including formal meetings.

Per diems will be paid on the day the Traveler departs their country of residence but will not be paid on the day they depart the country of the Event.

Per diems are not paid for any online meeting attendance.

### III. Administrative rules

#### 1. Timing of reimbursement of expenses

Reimbursement is made for all expenses, including airline tickets not booked and paid for by the ISU Office, or with an ISU credit card.

All reimbursement requests must be submitted through the designated expenses App as soon as possible after incurring the expense but at the latest four months after the end of the trip. Requests received after this period may be refused.

#### 2. Receipts and explanations

Any request for reimbursement must be accompanied by a receipt issued by the payee establishment. A credit card voucher is not a receipt unless it details the goods and services procured. In countries with VAT, the receipt should be a proper VAT receipt.

It is strongly recommended to immediately take a photo of your receipt for uploading in the app. You do not need to keep the paper copy.

Any meal reimbursement must be accompanied by a list of people present. The most senior person should always pay for the meal.

#### 3. Per diems

Per diems should be claimed together with all other expenses incurred during a trip using the expenses App.

#### 4. **Bank charges**

If reimbursement is made to a bank account, ISU will always pay all transaction charges for an international payment. However, the recipient bank may still impose charges which shall be borne by the recipient.

#### 5. **No cash reimbursements**

No cash reimbursements shall be made by the ISU.

### **IV. Attendance ISU Events, Olympic Winter Games, Youth Olympic Games and Meetings**

The presence of Office Holders at ISU Events is only a reimbursable expense if the Office Holder has an official function at the event (eg ISU Delegate, Technical Delegate, Referee etc) with the following exceptions:

#### 1. **Council members & Legal Advisor**

In addition to ISU Events at which ISU Council meetings take place and ISU Congresses, ISU will cover the cost of Council members attending up to four ISU Events per season, including ISU Events where the Council member has an official function. Attendance at ISU Events should always take into consideration ISU business needs, cost and environmental considerations (long distance travel to be avoided if possible). If the Council member is not official ISU Representative, a request must be made to the President via the Director General's office.

ISU will cover the cost of ISU Council members attending the Olympic Winter Games to the extent that accreditations are available. Per diems at OWG shall be paid only on days of Council Meetings. Attendance at the Winter Youth Olympic Games shall be at the discretion of the ISU President.

#### 2. **Committee & Commission members**

To the extent possible, taking into consideration subject matter, time zones etc, Committee/Commission Meetings should be held remotely or hybrid (some members attending online). In-person meetings shall be proposed following a season-by-season plan validated by the ISU Office and approved by the Council.

In-person meetings must be held alongside other events where committee members will be already present.

#### 3. **Honorary Members**

The ISU will provide accreditation and cover travel expenses, within the limits set out below, for Honorary Members and their partners at ISU Congress or ISU Events as follows:

- a) Honorary Presidents, with partners, may attend at ISU expense, ISU Congress and any ISU Events.

- b) Honorary Vice-Presidents, with partners, may attend at ISU expense, ISU Congress and two ISU Events per season.
- c) Honorary Members, with partners, may attend at ISU expense, either the ISU Congress or one ISU Event per season.

For the avoidance of doubt, all Honorary Members may attend, at their own expense, any ISU Event and the ISU will, subject to any venue constraints and with due notice, provide accreditations.

Expenses paid by the ISU for travel for Honorary Presidents, Honorary Vice-Presidents and Honorary Members (henceforth referred to as Honorary Members) as per 1) above

If Honorary Members travel with partners, ISU will reimburse only two economy tickets for air travel (or the cost of one business class ticket when the flight-time exceeds 6 hours – see II.1.a). The ISU will cover the partner's accommodation costs (including breakfast).

## **IX. Validity**

These Expense guidelines are valid as of the date stated above until further advice.