WORLD AQUATICS

AQUA TEAM

TRAVEL POLICY & DAILY ALLOWANCES

In force from 1 September 2023

EXPENSE COVERAGE WHILE ON DUTY FOR AQUA

The AQUA Team is defined as the President, Executive Director, Bureau Members, Committee Members, Staff, Judges & International Technical Officials. This policy does not apply to contractors' unless specified in contractual arrangements.

1. Travel

1.1 Costs

AQUA will cover the return travel costs from the nearest airport or train station of the permanent residence of the Traveller to the Event.

Travel arrangements shall be made by the AQUA Logistics Department or as formally agreed between AQUA and the Traveller. To the extent the Traveller arranges his/her own travel arrangements, the overall travel costs incurred by the Traveller shall not exceed the price quoted by the AQUA Logistics Department.

Excess baggage charges and premium seat reservations are not reimbursed by AQUA.

1.2 Class of Travel

Air travel shall be reserved in accordance with Table A below. A Bureau member travelling with an accompanying person may choose to travel in a lower class and World Aquatics will cover the cost of both tickets, on condition that the total cost does not exceed that of their original designated air fare.

Travellers are authorised to travel first class for travel by train, both in Switzerland and abroad.

2. Accommodation

AQUA Team members or anyone officially invited at the request of the President or Executive Director ("Travellers") provided with full board accommodation on site at AQUA Events or Competitions ("Events") as follows:

2.1 Days to be Covered

Accommodation will be provided in accordance with the official days designated at the Event, taking into consideration travel schedules.

2.2 Room Categories

Room category as agreed with Organising Committee (HCA; Staging agreement, any other contractual agreement, memorandum, invitation letters, summons) or as confirmed by the AQUA Logistics Department.

2.3 Accompanying Persons

Bureau Members may be accompanied by one person sharing the room. If meals are not provided by the hotel or at the venues, no meal allowance is payable for the accompanying person.

Any other accompanying guests or costs related to the accompanying guest are covered by the Traveller.

2.4 Meal Coverage

Meals are organised by the Organising Committee either in the official hotels or at the event venues. If any meals are not provided, a meal allowance will be granted as set out in Table B, below.

Meal allowances will be either paid on-site by the organising committee or by bank transfer in advance of the event. If a recipient of a meal allowance is prevented from attending, the meal allowance must be reimbursed.

2.5 Room Cancellations or No Shows

Travellers are responsible for informing the AQUA Logistics Department within a reasonable time for any changes in their hotel bookings.

Expenses incurred by AQUA or Organising Committees for late cancellations or no-shows may be recharged to the Traveller.

Costs incurred by booking changes may be reinvoiced to the Traveller.

2.6 Additional Expenses Incurred During Hotel Stay

Members are required to check out at their departure and to settle any additional expenses (meals, room dining, laundry, minibars, phones, etc..) at their own expense.

2.7 Early check-in or late check-out

Where possible, the AQUA Logistics Department will make best efforts to arrange early check-in and/or late check-out where necessary.

Where no early check-in / check-out is available, the Traveller is responsible to cover any additional rooming expenses.

2.8 Arrival and departure days

Arrival and departure days are the official dates set by AQUA as per the invitation letter or any other official written communication sent by the AQUA Office. Any earlier arrival or later departure for personal reasons is under the Traveller's responsibility. Arrival and departure dates must be reported on the GMS – AQUA General Management System – where available.

3. Compliance with Health Measures and Visa Requirements

Compliance with any national or international health measures (e.g. COVID tests), visa and transit visa requirements are, in principle, covered by the Organizing Committee.

If such requirements are not covered, AQUA will reimburse for such reasonable and necessary costs associated with mandatory compliance of such requirements.

4. Itinerary Changes, Flight Changes, Arrival and Departure Dates Changes

The AQUA Logistics Department must immediately be notified if the Traveller is not able to travel as scheduled.

AQUA will only cover rebooking expenses for any travel or hotel changes approved by the AQUA Logistics Department. Any additional rebooking expenses incurred at the request of a Traveller will be charged back.

It is the responsibility of the Traveller to update the GMS travel section accordingly, when available.

5. Travel by Car

In general, transportation by airplane or train is preferred. Travellers may travel by car only upon confirmation by the AQUA Logistics Department.

Overall travel costs incurred by the Traveller travelling by car shall not exceed the price quoted by the AQUA Logistics Department for travel by airplane or train. The kilometre allowance is USD 0.70 (CHF 0.70 for staff).

In principle, parking charges are not specifically reimbursed by AQUA but are included under the per diem allowance.

6. Per Diem

AQUA pays a per diem allowance while travelling for AQUA. The per diem allowance covers any incidentals and minor expenses not covered by the travel reimbursements and accommodation provided as set out herein.

For the avoidance of doubt, a per diem allowance is not paid for virtual attendance at an Event or a meeting, unless specifically notified ahead of the Event.

AQUA Development Activities are not covered herein and are addressed at the AQUA Terms & Conditions for AQUA Experts.

Per diem rates are set out in Table B.

The payment of calculation is based on every day included in the official invitation plus 2 travel days. World Aquatics employees are not paid per diem on travel days.

Minor expenses covered by the per diem allowance (non-exhaustive list):

Local Taxi
Phone calls
Parking
WIFI
Airport parking
Laundry

Per diems paid to Travellers with Swiss domicile are subject to Swiss social charges. Any deductions will be handled by the AQUA Office in compliance with applicable rules.

For Travellers with domicile outside of Switzerland, the Traveller is responsible for declaring and paying any domestic taxes that may be due.

Per diems shall be paid by bank transfer only. No cash payments will be made.

Payments will only be made following the conclusion of the Event.

7. Insurance

World Aquatics carries umbrella travel insurance for all Travellers attending Events outside their country residence shall be provided. It is nonetheless necessary for every Traveller to be properly insured in their country of residence and to carry any minimum travel insurance required either by their destination or by their residence. For any additional information on World Aquatics travel insurance, please contact the World Aquatics finance department.

8. Expense Claims

Claims for expenses not covered under the per diem shall be provided within 30 days of the conclusion of the Event with the form provided (available from accounting@worldaquatics.com). Claims for expenses not provided within this deadline shall be considered as waived.

Table A – Air Travel

	Up to 6 hours	More than 6 hours
President, Executive, Executive Director	Business	Business
Bureau Members	Business*	Business
AQIU, Audit Committee	Premium Economy**	Business
Specialised Committees	Economy	Premium Economy**
Technical Committees	Economy	Premium Economy**
Officials and judges	Economy	Premium Economy**
World Aquatics Staff	Economy	Premium Economy**

The ticket class will be based on the longest single leg of travel. (i.e. a journey with 2 x 4 hour legs is considered an “up to 6 hours” journey.)

* Bureau Members are requested to fly in Premium Economy on flights up to 6 hours, where available, to assist in the overall reduction of costs for Bureau travel.

** Premium economy is not available on all routes. If none is available, the class of travel is Economy.

Table B – Per diems & meal allowances

	Per Diem (USD)	Meal Allowance* (USD)
President, Executive, Bureau members, Executive Director	250	Breakfast 15$ Lunch 35$ Dinner 50$
AQIU, Audit Committee	150	
Specialised Committees	150	
Technical Committees	150***	
Officials and judges	150	
AQUA Staff	150**	

Qualifying days for Per Diem and Meal Allowances are based on official days entered into GMS.

For World Aquatics Staff : Meal allowances (when paid) are paid for Official Days only. Per Diems are paid for Official Days +1 travel day (in & out combined).

For Bureau members, Committee Members and other Officials : Meal allowances (when paid) are paid for Official Days only. Per Diems are paid for Official Days +2 travel days (1 outward, 1 inward).

Travel days are fixed – no days will be added or deducted regardless of travel duration.

* Meal allowances may vary from event to event, depending on location and are only payable if no alternative has been provided.

** World Aquatics employee per diems are only payable at World Aquatics events and event site/technical visits. Any other travel does not give rise to a per diem.

*** For World Aquatics, Swimming (25M), Junior, Youth (U18, U17, U16) Championships, an additional USD 100 per day shall be payable to Committee President, Vice President and Secretary of AQUA Sports Technical Committees (Swimming, Open Water, Artistic Swimming, Water Polo, Diving, High Diving, Masters), if appointed.

Other information

For Travellers acting as different positions, i.e. Bureau Member & Judge, the higher amount prevails.

World Aquatics Development Activities are not covered herein and are addressed in the World Aquatics Terms & Conditions for World Aquatics Experts.