Adopted by ESC Presidium on June 29th 2026

ALLOWANCE & REIMBURSEMENT POLICY FOR ESC OFFICIALS

1. Scope and Application

1.1 This Policy governs travel arrangements, allowances, accommodation, and reimbursement of expenses for individuals performing official duties on behalf of the European Shooting Confederation (ESC).

1.2 This Policy applies to:

- Presidium Members
- Chair of the Technical Committee
- Technical Delegates
- Committee and Subcommittee Members
- International Technical Officials (ITOs)
- Officers, Management and Staff

1.3 This Policy applies only to individuals formally appointed or delegated by ESC to attend meetings, championships, or other approved assignments.

1.4 Any deviation from this Policy requires prior approval from the ESC Secretary General or ESC Presidium.

1.5 The Secretary General shall be entitled to the conditions applicable to ESC Officers, Management and Staff unless otherwise decided by the Presidium.

1.6 For the purposes of this Policy, the per diem (daily allowance) represents a fixed allowance intended to compensate individuals for time spent on official ESC duties and incidental expenses incurred during such assignments.

2. Travel Arrangements

2.1 General Principles

2.1.1. Travel shall be arranged using the most economical and reasonable option, taking into account availability, efficiency, and operational requirements.

2.1.2. Travel class is determined based on total travel time, including layovers. For the purpose of determining travel class eligibility, flight duration shall be calculated per direction of travel (outbound or return), including scheduled layovers. The duration of the outbound and return journeys shall not be combined.

2.1.3. Air travel must be booked at the most economical fare available at the time of booking. ESC reserves the right to limit reimbursement to an equivalent standard fare where costs are considered excessive.

2.1.4 Individuals may choose to travel by private car instead of air or rail, subject to prior approval. Reimbursement shall be limited to the applicable kilometre rate and maximum reimbursement amount specified for their category under this Policy. Any costs incurred in excess of these limits shall be borne by the individual.

2.1.5. Where a benefit is not expressly provided for a specific category, no entitlement shall apply.

2.1.6 Individuals are expected to make travel arrangements as early as reasonably possible in order to secure economical fares. Where travel is booked at short notice without valid justification, ESC reserves the right to limit reimbursement to a comparable fare that would have been available if booked in advance.

2.1.7 Baggage Allowance
Air tickets purchased or reimbursed by ESC may include:

- for assignments of up to three (3) consecutive days, individuals are encouraged to travel without checked baggage where practical;
- one checked baggage allowance for assignments exceeding three (3) consecutive days, where required.

Additional baggage expenses require prior approval by ESC.

2.1.8 Seat selection, priority boarding and similar optional airline services shall not be reimbursed unless required for operational reasons or approved in advance by ESC.

2.2 PRESIDIUM MEMBERS

Category	**Conditions / Entitlement**
Flights	Up to 3 hours: Economy Class. Over 3 hours: Business Class
Train	First Class
Private Car	EUR 0.40 per kilometre (maximum EUR 800 per round trip)
Additional Expenses	Parking, tolls, ferry or tunnel charges are reimbursable
Per Diem	EUR 50 per day for attending official meetings
	EUR 50 per travel day (maximum 2 travel days)
Accommodation	Full-board, single room
Transfers	To and from airport or train station (including taxi where necessary)

2.3 CHAIR OF THE TECHNICAL COMMITTEE AND TECHNICAL DELEGATES

Category	**Conditions / Entitlement**
Flights	Up to 3 hours: Economy Class. Over 3 hours: Business Class*
Train	First Class
Private Car	EUR 0.40 per kilometre (maximum EUR 650 per round trip)**
Additional Expenses	Parking, tolls, ferry or tunnel charges are reimbursable
Per Diem	EUR 50 per day for **Technical Delegates** during official assignments EUR 50 per day for attending official meetings
	EUR 50 per travel day (maximum 2 travel days)
Accommodation	Full-board, single room

Transfers	To and from airport or train station (including taxi where necessary)

2.4 ITOS AND COMMITTEE MEMBERS

Category	**Conditions / Entitlement**
Flights	Economy Class*
Train	First Class
Private Car	EUR 0.40 per kilometre (maximum EUR 500 per round trip)**
Additional Expenses	Parking, tolls, ferry or tunnel charges are reimbursable
Per Diem	EUR 50 per day for attending approved ESC meetings or assignments
	EUR 50 per travel day (maximum 2 travel days)
Accommodation	Full-board, single room
Transfers	To and from airport or train station (including taxi where necessary)

2.5 ESC OFFICERS, MANAGEMENT AND STAFF

Category	**Conditions / Entitlement**
Flights	Up to 3 hours: Economy Class. Over 3 hours: Business Class subject to the conditions set out below *
Train	First Class
Private Car	EUR 0.40 per kilometre (maximum EUR 800 per round trip)**
Additional Expenses	Parking, tolls, ferry or tunnel charges are reimbursable
Per Diem	EUR 50 per working day
	EUR 50 per travel day (maximum 2 travel days)
Accommodation	Full-board, single room
Transfers	To and from airport or train station (including taxi where necessary)

* *Business Class may be approved for flights exceeding 3 hours, subject to budget availability and prior approval by ESC. Where practical, flights should be booked through the ESC-appointed travel agent. Alternative arrangements require prior approval from the ESC.*

***Prior Approval must be sought from the ESC. Reimbursement shall not exceed the equivalent economy airfare available at the time of booking unless otherwise approved.*

Any travel day on which official duties are performed shall be considered a working day for the purpose of per diem payments and shall be reimbursed at the applicable working-day rate.

2.6 Travel Booking and Cost Responsibility

2.6.1 Travel may be arranged either:

- directly by ESC (including through an appointed travel agent), or

- by the individual, where prior approval is required

2.6.2 Air tickets may be:

- purchased directly by ESC, or
- reimbursed upon submission of valid supporting documentation, in accordance with this Policy.

2.6.3 For ESC Championships and official events:

- accommodation, meals, and local transport (including transfers) are generally provided by the Organising Committee (OC).
- such costs shall not be reimbursed by ESC unless otherwise agreed in advance.

2.6.4 Expenses already covered by the OC or any third party shall not be reimbursed.

2.6.5 Where ESC appoints a travel agent, individuals may be required to use such services for booking travel, unless otherwise approved.

2.6.6 Where an individual requests a travel itinerary that differs from the most direct and economical route for personal reasons, ESC's contribution shall be limited to the cost of the standard itinerary. Any additional cost shall be borne by the individual.

3. Accommodation and Meals

3.1 Accommodation shall be provided or reimbursed by the Organising Committee (OC), unless otherwise agreed or where accommodation is arranged directly by ESC.

3.2 Accommodation shall be on a full-board basis in a single room.

3.3 Where accommodation is arranged directly by ESC or the OC, the per diem shall cover only incidental personal expenses.

3.4 Laundry expenses may only be claimed for assignments of twelve (12) consecutive days or more and must be supported by receipts.

4. Transfers

4.1 The OC shall provide transfers between the airport or train station and the official accommodation, where applicable.

4.2 The most economical and reasonable transport option shall be used.

5. Reimbursement of Travel Expenses

5.1 Reimbursement is subject to submission and verification of valid supporting documentation.

5.2 Claims must be submitted using the official ESC Reimbursement Form.

5.3 Claims shall be reviewed by the ESC Secretariat and approved by the Secretary General or person authorised by the ESC. Claims submitted by the Secretary General shall be approved by the ESC President or Treasurer.

5.4 Expenses must be reasonable, necessary, and directly related to the assignment.

5.5 ESC reserves the right to limit or refuse reimbursement of any expenses that do not comply with this Policy. Exceptional or high-cost expenses require prior approval.

5.6 Individuals are solely responsible for any personal tax obligations arising from payments received under this Policy.

5.7 Reimbursement and allowance payments may be made in cash only in exceptional circumstances where bank transfer is impractical or where payment during an ESC event is considered operationally necessary, subject to the availability of ESC funds. Any cash payment shall be acknowledged by the recipient through a signed receipt or equivalent documentation. Payments may be made in EUR or, where necessary, in local currency using the exchange rate applicable on the date of payment.

6. General Provisions

6.1 All receipts and supporting documents must be retained and submitted together with the official ESC Reimbursement Form.

6.2 Claims must be submitted within twenty-one (21) days following the end of the relevant event or assignment.

6.3 Late claims may be rejected at the discretion of the ESC.

6.4 All submitted claims must be complete, accurate, and supported by valid documentation. Electronic copies of receipts and supporting documents shall be accepted.

6.5 Fraudulent, misleading, or unjustified claims may result in disciplinary action, including repayment of improperly reimbursed amounts and, where applicable, legal action.

6.6 The ESC reserves the right to request additional documentation and verify any submitted claim prior to reimbursement.

7. Final Provisions

7.1 This Policy enters into force upon approval by the ESC Presidium.

7.2 ESC reserves the right to amend this Policy at any time.

7.3 In case of ambiguity, interpretation of this Policy shall be at the discretion of the ESC Secretary General acting on behalf of the ESC.

****