

## Travel Policy (Executive Committee)

Policy Number: ITTFFPTP01 v1

Policy Date: 1 January 2018

### **Purpose of the Policy**

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage.

### **Procedures**

#### *Travel by air*

Executive Committee members are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets related to their official assignments. All travel by air shall be booked under the following conditions:

1. Executive Committee members may travel Business Class when the flight time exceeds four hours.
2. If the travel involves more than one flight, the Executive Committee member may travel Business Class if the amount of flight time on the same day exceeds four hours.
3. When the flight time is four or fewer hours, Executive Committee members shall travel in economy class, or alternatively be reimbursed the basic economy fare cost.
4. Alternatively, Executive Committee members can choose to fly economy class with an accompanying person provided that the cost of the two tickets in economy class is lower than the official business class quotation provided by CWT.
5. All business class airfares shall be approved by the Chief Executive Officer or Chief Financial Officer.
6. Regardless of whether travel is made in business or economy, every effort shall be made to minimise the overall costs of travel, especially when not using the official travel agency

*Note: the cost of the hospitality for accompanying person's is at the Executive Committee member's cost, and changes from event to event, and it is treated on case-by-case basis. Usually, accompanying persons receive free hospitality only at the World Table Tennis Championships, unless otherwise agreed with the organisers of different events.*

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Executive Committee members may travel in first class when the travel exceeds two hours (one way)
2. Executive Committee members shall travel in second class when the travel is less than two hours (one way)

*Travel by car*

1. Executive Committee members will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.50 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.30 per km, plus tolls, presented for justification, for travel beyond 400km round trip.
2. For travels beyond 400km round trip, the Chief Financial Officer may alternatively authorise the cost of hiring a car, the cost of fuel and tolls presented for justification.

*Travel (general)*

1. ITTF shall reimburse the local cost of transportation from home to the relevant airport (or train station) and back upon presentation of the receipts.

## Travel Policy (Honorary Presidents)

Policy Number: ITTFFPTP06 v1

Policy Date: 1 January 2018

### **Purpose of the Policy**

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage.

### **Procedures**

#### *Travel by air*

Honorary Presidents, when travelling on official ITTF business, are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets, in relation to their attendance at the World Table Tennis Championships, and associated meetings, the Olympic Games and any other required travel, on behalf of the ITTF.

All travel by air shall be booked under the following conditions:

1. Honorary Presidents may travel Business Class when the flight time exceeds four hours.
2. If the travel involves more than one flight, the Honorary President may travel Business Class if the amount of flight time on the same day exceeds four hours.
3. When the flight time is four or fewer hours, Honorary Presidents shall travel in economy class, or alternatively be reimbursed the basic economy fare cost.
4. Alternatively, Honorary Presidents can choose to fly economy class with an accompanying person provided that the cost of the two tickets in economy class is lower than the official business class quotation provided by CWT.
5. All business class airfares shall be approved by the Chief Executive Officer or Chief Financial Officer.
6. Regardless of whether travel is made in business or economy, every effort shall be made to minimise the overall costs of travel, especially when not using the official travel agency

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Honorary Presidents may travel in first class when the travel exceeds two hours (one way).
2. Honorary Presidents shall travel in second class when the travel is less than two hours (one way). Shall they decide to travel in first class, the equivalent to second class fare will be reimbursed.

#### *Travel by car*

1. Honorary Presidents will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.50 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.30 per km, plus tolls, presented for justification, for travel beyond 400km round trip.

## Travel Policy (President's Advisory Council)

Policy Number: ITTFFPTP07 v1

Policy Date: 1 January 2018

### **Purpose of the Policy**

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage.

### **Procedures**

#### *Travel by air*

Members of the President's Advisory Council, when travelling on official ITTF business, are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets, in relation to their attendance at the World Table Tennis Championships, and associated meetings, and any other required travel, on behalf of the ITTF.

All travel by air shall be booked under the following conditions:

1. Members of the President's Advisory Council shall book the most economical airfare available at the time of booking and shall make every effort to book their flights at least six weeks prior to departure.
2. All economy class airfares shall be approved by the Chief Financial Officer.
3. Shall a member of the President's Advisory Council choose to fly business class, the ITTF will only reimburse the costs of an economy class ticket. Should business class be booked, an equivalent economy class ticket must be produced at the time of reimbursement, showing the cost of the economy class travel for reimbursement.

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Members of the President's Advisory Council may travel in first class when the travel exceeds two hours (one way).
2. Members of the President's Advisory Council shall travel in second class when the travel is less than two hours (one way). Shall they decide to travel in first class, the equivalent to second class fare will be reimbursed.

#### *Travel by car*

1. Members of the President's Advisory Council will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.50 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.30 per km, plus tolls, presented for justification, for travel beyond 400km round trip.

#### *Travel (general)*

1. ITTF shall reimburse the local cost of transportation from home to the relevant airport (or train station) and back upon presentation of the receipts.

## Travel Policy (Continental Presidents)

Policy Number: ITTFFPTP02 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage.

### ***Procedures***

#### *Travel by air*

Continental Presidents, when travelling on official ITTF business, are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets, in relation to their attendance at the World Table Tennis Championships, and associated meetings, as well as the Olympic and Paralympic Commission, Development & Continental Council meeting, and any other required travel, on behalf of the ITTF.

All travel by air shall be booked under the following conditions:

1. Continental Presidents or their representatives shall book the most economical airfare available at the time of booking and shall make every effort to book their flights at least six weeks prior to departure.
2. All economy class airfares shall be approved by the Chief Financial Officer.
3. Shall a Continental President or representative choose to fly business class, the ITTF will only reimburse the costs of an economy class ticket. Should business class be booked, an equivalent economy class ticket must be produced at the time of reimbursement, showing the cost of the economy class travel for reimbursement.

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Continental Presidents' or representatives may travel in first class when the travel exceeds two hours (one way).
2. Continental Presidents' or representatives shall travel in second class when the travel is less than two hours (one way). Shall they decide to travel in first class, the equivalent to second class fare will be reimbursed.

#### *Travel by car*

1. Continental Presidents' or representatives will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.50 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.30 per km, plus tolls, presented for justification, for travel beyond 400km round trip.
2. For travels beyond 400km round trip, the Chief Financial Officer may alternatively authorise the cost of hiring a car, the cost of fuel and tolls presented for justification.

#### *Travel (general)*

1. ITTF shall reimburse the local cost of transportation from home to the relevant airport (or train station) and back upon presentation of the receipts.

## Travel Policy (Committee Chair and Commissioners)

Policy Number: ITTFFPTP03 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage.

### ***Procedures***

#### *Travel by air*

Committee Chairs and Commissioners are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets related to their official ITTF travel, in relation to their attendance at the World Table Tennis Championships, and associated meetings, as well as any other required travel, on behalf of the ITTF.

All travel by air shall be booked under the following conditions:

1. Committee Chairs and Commissioners shall book the most economical airfare available at the time of booking and shall make every effort to book their flights at least six weeks prior to departure.
2. All economy class airfares shall be approved by the Chief Financial Officer.

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Committee Chairs and Commissioners may travel in first class when the travel exceeds two hours (one way).
2. Committee Chairs and Commissioners shall travel in second class when the travel is less than two hours (one way).

#### *Travel by car*

1. Committee Chairs and Commissioners will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.50 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.30 per km, plus tolls, presented for justification, for travel beyond 400km round trip
2. For travels beyond 400km round trip, the Chief Financial Officer may alternatively authorise the cost of hiring a car, the cost of fuel and tolls presented for justification.

#### *Travel (general)*

1. ITTF shall reimburse the local cost of transportation from home to the relevant airport (or train station) and back upon presentation of the receipts.

## Travel Policy (Employees and Service Providers)

Policy Number: ITTFFPTP04 v1

Policy Date: 1 January 2018

### **Purpose of the Policy**

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage.

### **Procedures**

#### *Travel by air*

Employees and service providers are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets related to their work-related travel.

All travel by air shall be booked under the following conditions:

1. Employees and service providers shall book the most economical airfare available at the time of booking, and shall make every effort to book their flights at least six weeks prior to departure.
2. If the travel involves more than one flight, employees and service providers may purchase access to an airport lounge, should their layover exceed three hours and the airport lounge access is less than USD75.00.
3. All economy class airfares shall be approved by the Director of the employee or service providers' department, and any airfares of Directors and above, shall be approved by the Chief Executive Officer or Chief Financial Officer.
4. All business class airfares shall be approved by the Chief Executive Officer or Chief Financial Officer.

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Employees and service providers may travel in first class when the travel exceeds two hours (one way).
2. Employees and service providers shall travel in second class when the travel is less than two hours (one way).

#### *Travel by car*

1. Employees and service providers will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.50 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.30 per km, plus tolls, presented for justification, for travel beyond 400km round trip.
2. For travels beyond 400km round trip, the Chief Financial Officer may alternatively authorise the cost of hiring a car, the cost of fuel and tolls presented for justification.

#### *Travel (general)*

1. ITTF shall reimburse the local cost of transportation from home to the relevant airport (or train station) and back upon presentation of the receipts.

## Travel Policy (Contractors)

Policy Number: ITTFFPTP05 v1

Policy Date: 1 January 2018

### ***Purpose of the Policy***

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage for contractors.

### ***Procedures***

#### *Travel by air*

Contractors are encouraged to use the official ITTF travel agency, Carlson Wagonlit Travel (CWT), for the purchase of flight tickets related to their work-related travel.

All travel by air shall be booked under the following conditions:

1. Contractors shall book the most economical airfare available at the time of booking, and shall make every effort to book their flights at least six weeks prior to departure.
2. All economy class airfares shall be approved by the Head of the Unit of the department in which the contractor is providing their services.

#### *Travel by train*

All travel by train shall be booked under the following conditions:

1. Contractors shall travel in second class when travelling by train to undertake their work assignment.

#### *Travel by car*

If the contractor travels by car from their home to the location of their work, they may claim mileage under the following conditions:

1. Contractors will be reimbursed the cost of travel undertaken on behalf of the ITTF, with their own vehicle, at USD0.40 per km, plus tolls, presented for justification, for the first 400km round trip, and USD0.20 per km, plus tolls, presented for justification, for travel beyond 400km round trip.

#### *Travel (general)*

1. ITTF shall reimburse the local cost of transportation from home to the relevant airport (or train station) and back upon presentation of the receipts.