

TRAVEL POLICY

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Policy Owners	ITTF Operations Department
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APPLICABILITY

- ☒ ITTF President
- ☒ ITTF Executive Board
- ☒ ITTF Honorary Members & Senior Advisors
- ☒ Continental Council Members, Committee Chairs & Commissioners
- ☒ ITTF Employees & Service Providers

APPLICABLE ENTITIES

- ☒ International Table Tennis Federation
- ☒ International Table Tennis Asia-Pacific Limited

INTRODUCTION

As a signatory to the Sport for Nature Framework and the UNFCCC Sport for Climate Action Framework, the ITTF is committed to reducing its environmental impact and contributing to global climate and biodiversity goals. International travel is one of the largest sources of ITTF emissions. Clear targets have been set as we aim to reduce our GHG emissions by 50% by 2030, including but not restricted to travel.

Achieving this goal requires a shared understanding across the federation of why change is needed and how we can travel more responsibly. We are learning from our current travel patterns and using this knowledge to guide better planning, earlier coordination, and more thoughtful decision-making about who travels, when, and for what purpose. This is not just about reducing trips—it is about developing a culture of awareness, responsibility, and long-term sustainability.

Looking forward, the federation will continue building capacity, improving data, and educating staff on the environmental impact of travel. We will also pilot carbon-budgeting approaches to help teams understand their footprint and make more informed decisions.

This Travel Policy sets out some practical measures that will help the ITTF meet its reduction goals. It serves as both a roadmap and a reminder: every trip we take carries a carbon cost, and our collective actions today will determine whether we can achieve a sustainable future for table tennis and for our planet.

DOCUMENT HISTORY

Approval and Amendment History	Details
Original Approval Authority and Date	ITTF Executive Board 17 March 2023
Amendment Authority and Date	
Notes	

TRAVEL POLICY

1. PURPOSE

The International Table Tennis Federation (ITTF) recognizes that business travel is sometimes essential for elected and appointed officials, as well as staff to perform their duties. At the same time, the federation is committed to operating in a responsible, transparent and sustainable manner. The Travel Policy ("Policy") therefore sets out clear and modern guidelines for the purchase of transport and accommodation, reimbursement of travel related expenses and the conduct expected of all individuals travelling on ITTF business.

2. SCOPE

This Policy applies to Executive Board (EB) members, the President, Honorary Members, Senior Advisors, Continental Council Members (including Continental Presidents), Committee Chairs and Commissioners and Staff & Service Providers (collectively "Travelers").

3. KEY PRINCIPLES

- 3.1. **Essential travel only:** Trips must be undertaken only when necessary for the proper performance of duties. Meetings should be conducted remotely where practicable. Combining multiple tasks into a single trip is encouraged to reduce the total number of journeys.
- 3.2. **Sustainability:** Travelers should choose routes and modes of transport that minimize environmental impact, where possible. This includes considering direct flights, selecting rail or other lower-emission options when practical, and planning travel efficiently to reduce unnecessary trips. The ITTF encourages all Travelers to act responsibly and support the organization's commitment to environmental sustainability.
- 3.3. **Operational efficiency:** Bookings should prioritize the most economical and efficient options. Early booking (at least six weeks in advance) is encouraged, and all travel must be arranged through the federation's official booking platforms, to conform with the approval workflows and benefit from this cooperation. In exceptional circumstances, where booking through official platforms is not practical or for other reasons enlisted in this Policy, Travelers may request approval through the appropriate channels and submit a travel claim accompanied by the relevant authorization.
- 3.4. **Fairness and transparency:** Allowances and classes of travel are linked to the responsibilities of each role. ITTF treats every traveler in a fair and equal manner and aims to uphold the standards of this Policy and the ITTF Statutes.
- 3.5. **Legal compliance and safety:** It is each Travelers' responsibility to hold the necessary visas, passports and immunizations necessary for travel, and to abide by the laws of destination countries.

4. BOOKING AND APPROVAL PROCESS

- 4.1. All travel must be booked through the federation's designated travel management platforms. This centralizes bookings and implements automated approval flows. Booking outside the platform requires prior written approval from the appointed staff member or the direct line manager. When booking independently, the cost must not exceed the price quoted by the travel platform, unless the traveler intends to cover the costs.
- 4.2. Travelers may not approve their own expenses, unless vested in their authority. Claims must be signed off by two persons, the finance department and your direct line manager.
- 4.3. In case of any changes or cancellations for approved travel, the traveler must notify his direct line manager and the travel platform as soon as possible. If a traveler changes plans without a valid reason, they are liable for additional costs. Unused tickets should be cancelled with the travel operator to the most beneficial conditions possible.

5. APPOINTED STAFF MEMBER

- 5.1. Each traveler will be assigned a designated staff member, appointed by the ITTF CEO or Secretary General, who will serve as their primary point of contact for all travel-related matters. This appointed staff member may assist with and coordinate any questions, processes, requests, or requirements related to the traveler's travel. Travelers shall not redirect travel coordination responsibilities to any other individual unless expressly authorized by the appointing authority.
- 5.2. The appointed staff member serves as the contact of approval, as referenced under this Policy.

6. AIR TRAVEL

- 6.1. The class of air travel depends on the role of the traveler and the length of the journey. Travel time refers to the total flight duration to reach the destination, excluding layover time.

Role	Up to 6 hours (one way)	6– 10 hours (one way)	Over 10 hours (one way)
Executive Board Members	Economy	Business	Business
Honorary Members	Economy	Business	Business
Senior Advisors	Economy	Economy	Premium Economy
Continental Council members, Committee Chairs & Commissioners	Economy	Economy	Economy
Secretary General & C-Suite	Economy	Premium Economy	Business
Directors	Economy	Premium Economy	Business (with CEO/Secretary General approval)
Staff & Service Providers	Economy	Economy	Premium Economy (with CEO/Secretary General or Head of Finance Department approval)

6.2. Travelers may always opt to travel in a lower class. Where a Traveler chooses to book a higher class of travel than permitted above, they must seek approval with the relevant staff appointed or their direct line manager and the Head of Finance Department in advance and make the booking at their own initiative. Travelers who choose to travel in a class higher than what is scheduled above, must book the ticket individually. The Traveler may then only request reimbursement for the cost of their assigned class of travel via the reimbursement procedure.

6.3. If the fare for the class of travel permitted under this Policy is significantly higher (i.e. more than three times the price of an available economy fare) Travelers are expected to exercise prudent judgment and consider the financial interests of the federation. In such situations, travelers are encouraged to select a more economical option. The final decision shall be made in joint cooperation with the Head of Finance Department and the appointed staff.

6.4. Executive Board members and ITTF Honorary Members may travel with one accompanying person provided that the cost of two economy or premium-economy tickets does not exceed the cost of the authorized class.

6.5. Frequent flyer benefits accrued through business travel are the property of the Traveler and may be subject to local tax law. However, attaining such benefits should never take priority over cost

as a determining factor in choosing a carrier. Any membership fee associated with a carrier's frequent flyer program is not a reimbursable expense.

6.6. Booking of flights related to official ITTF representation of the Executive Board will be managed and arranged by ITTF Staff appointed by the ITTF Secretary General or ITTF CEO.

7. RAIL TRAVEL

7.1. Rail journeys are preferred over air travel when they do not significantly extend the total travel time (up to 4 hours) and when safe and reliable services are available.

Role	Up to 2 hours (one way)	Over 2 hours (one way)
Executive Board Members	Second Class	First Class
Honorary Members	Second Class	First Class
Senior Advisors	Second Class	First Class
Continental Council members, Committee Chairs & Commissioners	Second Class	Second Class
Secretary General & C-Suite	Second Class	First Class
Directors	Second Class	First Class (with CEO/Secretary General approval)
Staff & Service Providers	Second Class	First Class (with CEO/Secretary General or Head of Finance Department approval)

7.2. Travelers may always opt to travel in a lower class. Where a Traveler chooses to book a higher class of travel than permitted above, they must seek approval with the relevant staff or their direct line manager and the Head of Finance Department in advance and make the booking at their own initiative. Travelers who choose to travel in a class higher than what is scheduled above, must book the ticket individually. The traveler may then only request reimbursement for the cost of their assigned class of travel via the reimbursement procedure.

8. CAR TRAVEL

8.1. Travelers may use a private car only when other aforementioned transport is unavailable, impractical or demonstrably less efficient. Car travel may be advantageous when mobility is necessary for the fulfillment of one's duties during business travel, which cannot be provided by ITTF or its affiliates. Carpooling and sharing is encouraged.

8.2. Before travelling by car, the Traveler must obtain approval from the appointed Staff, direct line manager, or the Head of Finance Department and demonstrate that the overall cost does not

exceed the cost of train or air travel or that the usage of a car is reasonably advantageous. Mileage reimbursements are not intended to subsidize commuting or to incentivize driving long distances.

- 8.3. Reimbursement for private car use is set at the mileage rates of USD 0.50 per kilometer for the first 400 km round trip and USD 0.30 per kilometer thereafter. Mileage covers fuel and vehicle wear.
- 8.4. Toll charges are reimbursable upon presentation of receipts. Parking fees are also included, as long as the parking correlates to a business purpose.
- 8.5. Rental cars may be used for journeys exceeding 400 km round trip or where they are more economical, subject to approval by appointed Staff or the direct line manager and the Head of the Finance Department. Costs of rental and fuel will be reimbursed. Low-emission or electric vehicles should be selected where available and where not cost-inefficient
- 8.6. Travelers travelling by private vehicle are responsible for ensuring their vehicle is roadworthy, properly insured and covered for business use. The ITTF accepts no liability for accidents, damage, theft or fines. Speeding fines, parking tickets and other penalties are not reimbursed.

9. LOCAL TRANSPORT AND TRANSFERS

Local transport between home and the departure airport or station, and between arrival points and hotels, will be reimbursed upon presentation of receipts and where there was no service in place by ITTF or their affiliates. Public transport, shared shuttle services and ride-sharing are encouraged. Travelers are reminded of their commitment to act cost efficient, where possible, and should therefore select the most economical option when using local transport and transfers. Vehicle hire should be avoided for intra-city travel unless necessary.

10. PERSONAL AND PRIVATE TRAVEL

- 10.1. Travelers may extend trips for personal reasons (e.g., holidays or visiting family) provided there is no additional cost to ITTF. The Traveler must pay for the difference between the cost of the business itinerary and the chosen itinerary. No allowances & benefits or other forms of travel reimbursements apply for the extended travel days.
- 10.2. If a Traveler elects to route through a private destination (for example, flying from the event city to a personal destination rather than returning home or the office directly), reimbursement will be capped at the cost of the initial return journey. If the travel is booked via the authorized travel provider, the direct line manager or ITTF Finance Department reserves the right to approve or reject the request.

11. ACCOMMODATION

- 11.1. All accommodation reservations should be made through the relevant online booking tools by the appointed staff. The appointed staff shall be appointed by the CEO/Secretary General.

Travelers must receive prior approval from the appointed staff, if they choose to make their own bookings.

- 11.2. Accommodation should be booked within reasonable rates based on the location. For business travel, 4-star hotels should be the primary level of hotel chosen, however 5-star or 3-star may also be suitable depending upon the rates, and the nature of the business travel. Breakfast may be included subject to approval.
- 11.3. The costs of hospitality for accompanying persons shall be borne by the Traveler. If the Traveler is an Executive Board Member, accompanying persons may receive free hospitality at the World Table Tennis Championship Finals, unless otherwise agreed with the organizers or different events. This is treated on a case-by-case basis and changes from event to event.
- 11.4. If there is a change in travel plans and the reservation needs to be cancelled, the traveler must do so based on the hotel booking rules. "No show" charges are not reimbursable unless with a valid reason. The finance department will assess this on a case to case basis.
- 11.5. Travelers should read and follow all cancellation and prepayment criteria included in the hotel booking information. The lowest priced option may not be the best choice, depending on the terms and conditions.
- 11.6. Hotel loyalty benefits accumulated through business travel belongs to the Traveler. However, attaining such benefits should not be the determining factor in choosing the hotel. Any membership fee associated with the hotel loyalty program is not reimbursable

12. EXPENSE CLAIMS AND REIMBURSEMENT

- 12.1. Only reasonable, authorized and necessary expenses incurred on official ITTF travel are reimbursable. Reimbursement and claims under this Policy are limited to tolls, parking tickets, granted upgrades, and personal travel matters. Expenses not related to ITTF travel, such as expenses of private guests, and fines or penalties are not reimbursed. For more clarification on Reimbursement and claims, please see the Allowances & Benefits Policy for elected officials, or contact the Finance Department.
- 12.2. All claims must be supported by original receipts or evidence. Electronic copies are acceptable. Expense claims must reference the project or activity and must be submitted within 30 days of the last day of the business trip. Claims submitted late may be refused.
- 12.3. Travelers cannot approve their own expenses. Claims require approval from the Traveler's appointed staff or their direct line manager and the Finance Department, and may be due to questioning by the latter.

- 12.4. The cost of transport for accompanying person's is not covered by ITTF, except as stipulated under Article 5.4, however changes from event to event, and is treated on a case-by-case basis.

13. RESPONSIBILITIES OF TRAVELERS

- 13.1. Travelers are responsible for ensuring that their passports are valid and that they obtain all necessary visas and permits, unless explicitly organized by ITTF or its affiliates. Moreover, Travelers must comply with any health measures required by the destination country (f.e vaccinations, COVID-19 tests).
- 13.2. In the course of business travel, Travelers must conduct themselves professionally, respecting the federation's Code of Ethics, anti-harassment policies, and other applicable laws and regulations.
- 13.3. ITTF shall not be held liable for any loss, damage, injury, claim, or expense arising from or in connection with any misconduct, negligence, or unlawful act by the Traveler that constitutes a breach of this Policy, applicable travel provider terms and conditions, local laws and regulations, or any other applicable laws, guidelines or rules. Travelers remain solely responsible for their personal conduct and for ensuring compliance with all relevant policies, contractual obligations, and legal requirements.

14. INSURANCE

ITTF maintains umbrella travel insurance for people travelling on its behalf. However, travelers are responsible for adequate personal health and accident insurance covering overseas travel. Travelers are responsible for familiarizing themselves with destination laws (e.g., duty to carry identity documents) and complying with local regulations.

15. COMPLIANCE, MONITORING & CONSEQUENCES OF NON-COMPLIANCE

- 15.1. All Travelers must adhere to the established travel rules and documentation requirements. The ITTF Finance and Operations departments will monitor travel-related expenses to ensure compliance, including reviewing claims and requesting additional information when necessary.
- 15.2. Expenses that do not comply with this policy will not be reimbursed. Travelers who upgrade their travel class without approval, book outside the travel platform without authorization, submit claims without receipts, or fail to meet the submission deadlines may have to bear the costs themselves.
- 15.3. ITTF reserves the right to recover any overdue payments through deduction from future claims or by issuing an invoice to the individual. Any unpaid amounts may be subject to statutory default interest of 5% per annum in accordance with Article 104 of the Swiss Code of Obligations, as well as reasonable recovery costs, to the extent permitted by law.
- 15.4. Repeated or serious violations may result in disciplinary action, including but not limited to suspension of travel privileges, or reduction of allowances.

16. RECORD-KEEPING

This policy will be reviewed annually to ensure it remains consistent with best practices. Travelers are encouraged to provide suggestions and feedback. All comments should be directed to operations@ittf.com.