Travel Policy

Edition 3.0

Effective 29 April 2026

Approved by IDBF Council 18 April 2026

This Policy sets out the basic requirements relating to individuals travelling on behalf of IDBF. In circumstances not covered by this Policy, the approval of the Executive Committee will need to be obtained prior to any commitment being honoured by IDBF. For all other cases, adherence to this Policy is mandatory.

1. Guiding Principles. This policy aims to:
    - Ensure IDBF's limited financial resources are used responsibly.
    - Treat travellers fairly by reimbursing realistic travel costs.
2. Applicability. IDBF will only reimburse the reasonable costs of the individual authorized traveller(s). Family or companions are excluded unless the Executive Committee gives specific written approval.
3. Invitations from IDBF Members. Invitations from Member countries do not automatically justify IDBF covering travel costs; the host Member remains the expected cost-bearer, unless pre-approval for partial or whole cost coverage is granted by the Executive Committee (e.g., in the case of a developing Member in Africa that can only provide hotel accommodation).
4. General. For the purposes of this Policy, 'travel' is taken to mean any or all of the following activities:
    - taxi fares / rideshare;
    - car hire + fuel/tolls;
    - air travel;
    - rail travel;
    - sea and ferry travel;
    - coach travel or public transport;
    - hotel (or similar) accommodation; and
    - approved miscellaneous expenses
5. Miscellaneous expenses.
    - Reimbursable:
        - visas;
        - government-recommended travel immunizations;
        - excess baggage only if carrying IDBF materials (e.g., trophies, uniforms);
        - Traveler's own travel insurance; and
        - Mobile roaming charges.
    - Non-reimbursable unless specifically authorized according to the Table of Authorities:
        - Meals and incidentals; and

- Office or administrative cost.

6. Pre-approval.

   - All 'travel' must be pre-approved by the requisite authority as required by Council in accordance with IDBF's Articles of Association and By-laws, as well as the Table of Authorities.

   - The obtaining of pre-approval is to be sought using the form attached at Annex A to this Policy. In the first instance, the form is always to be submitted to both the Treasurer and Deputy Treasurer who shall be responsible for coordinating as necessary with the relevant individuals required to approve the travel. To ensure an appropriate audit trail, submission must be by email (to treasurer@dragonboat.sport and idbf.deputy.treasurer@dragonboat.sport respectively).

   - Approval may be granted for a cost range rather than a fixed amount, to account for volatile travel pricing.

7. Change in circumstances. IDBF recognises that circumstances can sometimes change resulting in increased costs not be covered by any pre-approval. The affected traveller is to ensure that both the Treasurer and Deputy Treasurer are advised as soon as is practicable of any such material change. The affected traveller must accept that until any further approval is obtained, additional costs are 'at risk' and may not be reimbursed by IDBF. That said, IDBF will not normally refuse to meet obviously legitimate additional costs. If urgent circumstances prevent pre-approval (e.g., cancelled flights, extreme weather), the traveller must document attempts to contact the Treasurer/Deputy Treasurer.

8. Air travel. All air travel shall be economy class and must be considered a 'fair price' by any reasonable person. A fare is considered reasonable if within ±15% of the average economy fare on that route at the time of booking. Travelers shall not be required to take unsafe red-eye or multi-stop flights solely to save costs.

9. Accommodation.

   - Council members shall normally be entitled to a single occupancy room;

   - those representing IDBF who are not Council members may be required to share a room where practical and only where:

     - safety is not compromised; and

     - cultural expectations make sharing appropriate

   - the standard of accommodation is never to exceed 200 USD unless authorized according to the Table of Authorities

   - Where possible, breakfast is to be included in the purchase of the accommodation

10. Ground transport. Public transport is to be used where safe, practical, and time-efficient. Rideshare (e.g., Uber, Lyft) is reimbursable where cheaper than taxis.

11. Reimbursement. Reimbursement of approved expenses shall be contingent on both the following being provided within 14 days of the completion of the travel:

    - a full and final claim sent by email to both the Treasurer and the Deputy Treasurer that must include copies of documents proving proof of all costs incurred (for example, receipts and 'paid' invoices) and which conforms to the requirements of Annex B; and

    - a travel diary being sent by email to the Executive Committee (via the General Secretary at general-secretary@dragonboat.sport) that sets out as a minimum:

        - the purpose of the travel;
        - places visited as part of the approved travel;
        - key dates;
        - key individuals met;
        - key activities undertaken;
        - outcomes of the trip; and
        - any resulting recommendations

    A simple format is at Annex C but the report can be in any form provided it addresses, as a minimum, the key issues listed above. Digital receipts are acceptable; card statements may be included as supporting evidence but not as primary proof. IDBF will reimburse at the exchange rate on the traveller's transaction date or provide the option to use a standard IDBF monthly exchange rate.

12. Sustainability considerations:

    - Carbon-efficient routes are encouraged;
    - Hotels committed to sustainability are preferred where cost-neutral; and
    - Combining multiple IDBF purposes into a single trip where possible is encouraged.

Annex A

Application for Pre-approval of Travel

Complete the form below and send with any attachments to:

treasurer@dragonboat.sport and idbf.deputy.treasurer@dragonboat.sport

Name			
Purpose of proposed travel			
Planned departure date		Planned return date	
Going from		Going to	
Expenditure requiring approval (please provide any supporting evidence)			
Cost element	Detail		Amount (specify currency)
Taxi fares			
Car hire (including likely fuel costs and road tolls)			
Air travel			
Rail travel			
Sea / ferry travel			
Accommodation			
Miscellaneous expenses			
		TOTAL for which approval sought	

Annex B

Application for Reimbursement of Travel Costs

Complete the form below and send with any attachments to:

treasurer@dragonboat.sport and idbf.deputy.treasurer@dragonboat.sport

Name			
Purpose of travel			
Actual departure date		Actual return date	
Expenditure requiring reimbursement (please provide copies of supporting receipts, invoices etc)			
Cost element	Detail		Amount (specify currency)
Taxi fares			
Car hire (including fuel costs and road tolls)			
Air travel			
Rail travel			
Sea / ferry travel			
Accommodation			
Miscellaneous costs			
	TOTAL for which reimbursement sought		

Annex C

Travel Diary

Complete the form below and send with any attachments to: general-secretary@dragonboat.sport

Name			
Purpose of travel			
Actual departure date		Actual return date	
Places visited		Dates of visit	
Key individuals met		Dates of meetings	
Key activities undertaken		Dates of activities	
Key outcomes			
Recommendations			

Please note the following requirements.

Travel Advance Payments

Should a traveller wish IDBF to pay the money in advance or the traveller not having the funds to self-pay and then seek reimbursement, IDBF will transfer the funds to the traveller in advance. The travel application will be received, approval provided and the funds transferred to the traveller. It is important to allow 7 days advance notice to allow for the processing of the payment.

Receipt requirements

For air travel reimbursement, the documentation must comply with the following requirements:

Flights, Trains and Ferry

Document	Why it matters
Full e-ticket / itinerary receipt	Shows traveller name, flight route, dates, ticket number, fare
Proof of payment (credit card or bank record	Confirms claim was actually paid
Business purpose explanation (email, agenda, trip note)	Shows it was not private travel

Taxi, Uber, Share ride – proper receipts

Process for submission of claim for the reimbursement

All travel claims are to be submitted electronically via Google Drive – Shared Drive link with full receipts. An electronic spreadsheet will be provided to be filled in for processing by the applicant which will clearly identify the currency or different currencies used.