

## INTERNATIONAL TABLE TENNIS FEDERATION

### TRAVEL POLICY

<b>POLICY TITLE</b>	Travel Policy
<b>POLICY OWNER</b>	ITTF Chief Financial Officer
<b>EFFECTIVE DATE</b>	1 January 2023
<b>APPROVED BY</b>	ITTF Executive Board on 17/03/2022
<b>NEXT REVIEW DATE</b>	3 <sup>rd</sup> Quarter 2024

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#### Applicability

- ITTF President
- ITTF Executive Board
- ITTF Council
- Committee Chairs & Commissioners

#### Applicable Entities

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

#### Policy Delivery Process

- Training
- Acknowledgement
- Publish

#### Policy Requirements

- Statutory
- Operational

## Introduction

The International Table Tennis Federation (ITTF) Travel Policy provides the policies and procedures for financial transactions within the organisation which must be followed by all elected officials and the Management Team. It also provides guidelines ITTF will use to administer these policies, with the correct procedure to follow.

ITTF will keep this Policy current and relevant. From time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. Any suggestions, recommendations or feedback on the policies and procedures in this manual are welcome.

These policies and procedures apply to all ITTF Executive Board; Honorary Presidents; Senior Advisors; Continental Council; Council; Committee Chairs and Commissioners; and the Management Team.

## Document History

Approval and amendment history	Details
Original Approval Authority and Date <i>As part of ITTF Financial Policy</i>	ITTF Executive Board 14/12/2017
Amendment Authority and Date <i>As part of ITTF Financial Policy</i>	ITTF Executive Board 17 March 2023
Amendment Authority and Date	ITTF CEO & ITTF EVP Finance 17 March 2023
Notes	<p>The ITTF Travel Policy was previously a subsection of the ITTF Financial Policy, however from 1 January 2020, has been separated into its own policy.</p> <p>The ITTF Travel Policy for Employees, Service Providers and Contracts were previously the subsection of ITTF Travel Policy, however from 1 January 2023, has been separated into its own policy.</p>

*"We are committed to a sustainable future and to improving the social, economic and environmental well-being of the community."*

## Travel Policy (ITTF Executive Board)

*Policy Date: 1 January 2023*

### *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*

ITTF Executive Board members airfares shall be booked through TravelPerk, approval flows are in place, and ensures all travel management is centralised. The booking of flight tickets related to official ITTF representation will be managed by ITTF staff.

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

1. ITTF Executive Board members may travel Business Class when the flight time exceeds four hours.
2. If the travel involves more than one flight, the ITTF Executive Board 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, ITTF Executive Board members shall travel in Economy class, or alternatively be reimbursed the basic economy fare cost.
4. Alternatively, ITTF Executive Board 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 option available through TravelPerk at time of booking, or to personally pay the difference.
5. Should an ITTF Executive Board member book their airfare outside TravelPerk, it is required to obtain an approval in writing from either the Chief Executive Officer or Chief Financial Officer in advance. When submitting the expense claim, the email confirmation must be provided.
6. All Business Class airfares shall be approved based on the approval workflow automated in TravelPerk.
7. Regardless of whether travel is made in business or economy, every effort shall be made to minimise the overall costs of travel.

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

#### *Travel by train*

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

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

#### *Travel by car*

1. ITTF Executive Board 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 (ITTF Honorary President)

*Policy Date: 1 January 2023*

### *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*

ITTF Honorary President's airfares shall be booked through TravelPerk, approval flows are in place, and ensures all travel management is centralised. The booking of flight tickets related to official ITTF representation will be managed by ITTF staff.

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

1. ITTF Honorary President may travel Business Class when the flight time exceeds four hours.
2. If the travel involves more than one flight, the ITTF 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, the ITTF Honorary President shall travel in Economy Class, or alternatively be reimbursed the basic economy fare cost.
4. Alternatively, the ITTF Honorary President 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 option available through TravelPerk at time of booking.
5. Should a ITTF Honorary President book the flight ticket outside TravelPerk, it is required to obtain an approval from Chief Financial Officer. Upon submitting the claim, an email confirmation must be provided.
6. All Business Class airfares shall be approved based on the approval workflow automated in TravelPerk.
7. Regardless of whether travel is made in business or economy, every effort shall be made to minimise the overall costs of travel.

### *Travel by train*

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

1. ITTF Honorary Presidents may travel in first class when the travel exceeds two hours (one way).
2. ITTF 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. ITTF 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 (ITTF Senior Advisors)

*Policy Date: 1 January 2023*

### *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*

ITTF Senior Advisors airfares shall be booked through TravelPerk, approval flows are in place, and ensures all travel management is centralised. The booking of flight tickets related to official ITTF representation will be managed by ITTF staff.

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

1. ITTF Senior Advisors are entitled to travel Premium Economy Class greater than 8 hours. For flight less than 8 hours, the Senior Advisor shall travel Economy Class. Exceptions can be made to this by the ITTF President and/or the ITTF Group CEO.
2. ITTF Senior Advisors 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.
3. All flights purchased shall be approved based on the approval workflow automated in TravelPerk.
4. Shall an ITTF Senior Advisor choose to fly Business Class, the ITTF will issue an invoice to pay the estimated cost of a Premium Economy or Economy Class ticket. Any fare difference will be borne by the ITTF Senior Advisor.
5. Should an ITTF Senior Advisor book the flight ticket outside TravelPerk, it is required to obtain an approval from Chief Financial Officer. Upon submitting the claim, an email confirmation must be provided.

#### *Travel by train*

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

1. ITTF Senior Advisors may travel in first class when the travel exceeds two hours (one way).
2. ITTF Senior Advisors 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. ITTF Senior Advisors 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 (ITTF Continental Council)

*Policy Date: 1 January 2023*

### *Purpose of the Policy*

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage which is specifically applies to Continental Presidents, who are Members of the ITTF Continental Council.

### *Procedures*

#### *Travel by air*

ITTF Continental Council airfares shall be booked through TravelPerk, approval flows are in place, and ensures all travel management is centralised. The booking of flight tickets related to official ITTF representation will be managed by ITTF staff.

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

1. ITTF Continental Council Member, 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 based on the approval workflow automated in TravelPerk.
3. Shall an ITTF Continental Council Member choose to fly Business Class, the ITTF will issue an invoice to pay the estimated cost of an Economy Class ticket. Any fare difference will be borne by the ITTF Continental Council Member, or their Continental Federation.
4. Should an ITTF Continental Council Member book the flight ticket outside TravelPerk, it is required to obtain an approval from Chief Financial Officer. Upon submitting the claim, this email confirmation must be provided.

#### *Travel by train*

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

1. ITTF Continental Council Members may travel in first class when the travel exceeds two hours (one way).
2. ITTF Continental Council Members 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. ITTF Continental Council 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 (Committee Chair and Commissioners)

*Policy Date: 1 January 2023*

### *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 booking provider, TravelPerk, for the purchase of flight tickets related to their official ITTF 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 flights shall be approved based on the approval workflow automated in TravelPerk.
3. Should a Committee Chair or Commissioner book the flight ticket outside TravelPerk, it is required to obtain an approval from Chief Financial Officer. Upon submitting the claim, an email confirmation must be provided.

#### *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 (Management Team)

*Policy Date: 1 January 2023*

### *Purpose of the Policy*

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage which applies to the members of Management Team. For the purpose of this Policy, the Management Team comprises of the Chief Executive Officer, Chief Financial Officer and Secretary General.

### *Procedures*

#### *Travel by air*

Management Team members are required to use the official ITTF travel booking provider, TravelPerk, for the purchase of flight tickets related to their work-related travel.

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

1. Management Team Members are entitled to fly business class for work related trips with travel time exceeding four hours, within reason, and upon prior approval of the CEO.
2. When the flight time is four or fewer hours, Management Team Members shall travel in Economy class, or alternatively be reimbursed the basic economy fare cost.
3. At all times, Management Team members 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.
4. Should a Management Team Member book the flight ticket outside TravelPerk, it is required to obtain an approval from Chief Financial Officer. As for Chief Financial Officer, the approval should be obtained from the Chief Executive Officer. Upon submitting the claim, the email confirmation must be provided.
5. All Economy Class airfares shall be approved as per the approval flows established in TravelPerk. For Business Class airfares, the Chief Executive Officer must provide prior approval before booking.

#### *Travel by train*

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

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

#### *Travel by car*

1. Management Team 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 (Staff & Service Providers)

*Policy Date: 1 January 2023*

### *Purpose of the Policy*

This policy provides guidelines for the purchase of flight and train tickets, as well as mileage of personal car usage which applies to all other Staff and Service Providers that are not part of the Management Team.

### *Procedures*

#### *Travel by air*

All Staff and Service Providers are required to use the official ITTF travel booking provider, TravelPerk, for the purchase of flight tickets related to their work-related travel.

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

1. All Staff and Service Providers shall travel Economy Class flights for business purposes.
2. If the travel involves more than one flight, the staff or service provider may purchase access to an airport lounge, should their layover exceed four hours and the airport lounge access is capped at USD 75.
3. All flights shall be approved based on the approval workflow automated in TravelPerk.
4. Should a Staff or Service Provider book the flight ticket outside TravelPerk, it is required to obtain an approval from their line manager in writing prior to booking, also confirming the dollar amount of the booking in the same email. Upon submitting an expense claim, the email confirmation must be provided.

#### *Travel by train*

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

1. Staffs and Service Providers may travel in first class when the travel exceeds two hours (one way).
2. Staffs and Service Providers shall travel in second class when the travel is less than two hours (one way).

#### *Travel by car*

1. Staffs 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)*

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