

INTERNATIONAL TABLE TENNIS FEDERATION

ALLOWANCES & BENEFITS POLICY

POLICY TITLE	Allowances & Benefits Policy
POLICY OWNER	ITTF Chief Financial Officer
EFFECTIVE DATE	1 January 2023
APPROVED BY	ITTF Executive Board on 17/03/2022
NEXT REVIEW DATE	3 rd 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**”) Allowances & Benefits Policy (this “**Policy**”) provides the policies and procedures for the management of allowances and benefits for elected officials. This document provides guidelines on how the ITTF will administer this Policy, and with the correct procedures 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 this Policy, or to add new procedures. ITTF will notify you when such amendments have been made and it is your responsibility to clarify and adhere to such amendments.

Any suggestions, recommendations or feedback on this Policy and its procedures are welcome and should be sent to the Secretary General, who administers this Policy.

Purpose

The purpose of this Policy is to implement procedures for transparency and good governance in terms of elected officials receiving allowances and benefits.

Scope

The Policy applies to all ITTF President, Executive Board, Council, Committee Chairs and Commissioners.

Document History

Approval and amendment history	Details
Original Approval Authority and Date	ITTF Executive Board 14/12/2017
Amendment Authority and Date	ITTF Executive Board 17 March 2023
Notes	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.

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

Allowances & Benefits (ITTF President)

Policy Date: 1 January 2023

Purpose of the Policy

This policy provides guidelines for the ITTF President to receive an honorarium, annual allowance, and benefits for their time when representing the ITTF.

Procedures

The ITTF President is entitled to receive an honorarium, which shall be confirmed and approved by the ITTF Executive Board. The value of the honorarium is confirmed and announced through the decisions of the ITTF Executive Board and may change from time to time.

In addition to the honorarium, the ITTF President shall also receive an allowance, which is calculated on the base of 120 travelling days to events with full board hospitality provided by the host (or 60 traveling days to events with full board hospitality, i.e. World Championships or similar, and 15 traveling days when the host provides accommodation but meals are not included, i.e. Olympic Games as examples).

The ITTF President shall also receive financial support towards Office expenses, which vary from month-to-month based on various expenses that may be incurred from time-to-time. These expenses include phone calls, postage, internet, communication, etc. Reimbursement is provided upon presentation of receipts.

In addition to the above allowances, the ITTF President is also entitled to hospitality benefits for an accompanying guest, during the World Table Tennis Championships Finals. For other events, this changes from event to event, and it is treated on a case-by-case basis which must be approved by the Executive Vice President (Finance).

No further allowances or benefits can be claimed by the ITTF President during their official representation of the ITTF, without the prior written approval of the Executive Vice President (Finance).

The allowances as detailed above will be processed upon presentation of invoices, or expense claim forms.

Allowances & Benefits (ITTF Executive Board)

Policy Date: 1 January 2023

Purpose of the Policy

This policy provides guidelines for the ITTF Executive Board members to receive an annual allowance, as well as any other benefits, for their time when representing the ITTF.

Procedures

The ITTF Executive Board shall receive an annual allowance, which is calculated on the base of 60 travelling days to events with full board hospitality provided by the host (or 30 traveling days to events with full board hospitality, i.e. World Championships or similar, and 15 traveling days when the host provides accommodation but meals are not included, i.e. Olympic Games as examples).

Based on the above assumptions, the ITTF Executive Board members shall receive an annual allowance of USD3,000.00.

In addition to the annual allowance, ITTF Executive Board members, shall receive USD1,000.00 annually for incidental expenses, such as phone calls, postage, internet, communication, etc. Alternatively, they can be reimbursed quarterly upon presentation of receipts, without prior written approval required for such expenses.

The ITTF Executive Board members are also entitled to hospitality benefits for an accompanying guest, during the World Table Tennis Championships Finals. For other events, this changes from event to event, and it is treated on case-by-case basis.

No further expenses can be claimed by ITTF Executive Board members during their official representation of the ITTF, without the prior written approval of the Chief Executive Officer or Chief Financial Officer.

The allowance, and incidental expenses support, will be provided in advance during the first quarter of the calendar year, following signed confirmation from each of the ITTF Executive Board members.

Allowances & Benefits (ITTF Council)

Policy Date: 1 January 2023

Purpose of the Policy

This policy provides guidelines for ITTF Council members to receive an allowance for their attendance at the annual ITTF Annual General Meeting & ITTF Council Meeting.

Procedures

The allowance is calculated on the base of two travelling days, one preparation day, and one day of attendance at the ITTF Council Meeting, as well as attendance at the Annual General Meeting.

Each member of the ITTF Council shall receive an allowance at a rate of USD50.00/day.

No further expenses can be claimed by ITTF Council members during their official representation of the ITTF, except an airfare contribution to attend the annual meeting, in which the ITTF shall provide a 25% reimbursement of the total airfare, based on an Economy Class airfare.

Any other expenses will only be accepted with the prior written approval of the Chief Executive Officer or Chief Financial Officer.

The allowance will be provided following attendance at the ITTF Council Meeting, and submission of an expense claim form, which shall include the reimbursement of 25% of the total Economy Class airfare and the claim of USD250.00 corresponding to the 5 days' allowance, assuming the Council member has attended both the ITTF Annual General Meeting and the ITTF Council Meeting.

Allowances & Benefits (Committee Chairs & Commissioners)

Policy Date: 1 January 2023

Purpose of the Policy

This policy provides guidelines for Committee Chairs & Commissioners to receive an allowance for they represent the ITTF at conferences, seminars and meetings, when requested by the ITTF. The request shall come from the Chief Executive Officer or Secretary General.

Procedures

The daily allowance is provided to assist in covering any incidental expenses, such as laundry, meals outside of any official meals provided, minor taxi fares, and any other similar expenses.

Allowance at conferences, seminars and meetings – USD50.00/day

It should be noted that this does not include attendance at ITTF meetings, as hospitality shall be provided at no charge for Committee Chairs & Commissioners, when invited to such meetings.

No further expenses can be claimed by Committee Chairs & Commissioners during attendance at the above-mentioned activities, without the prior written approval of the Chief Financial Officer.

The daily allowance, as detailed above, can be submitted within an expense claim form, and may be claimed following the event. The allowance commences from the date the Committee Chair or Commissioner arrives at the activity and is calculated until the date of their departure.