

SUBJECT:	2026 ISC Expenses Reimburesment Policy	AGENDA #	6.1b
AUTHOR:	Natasha Higman, Finance Secretary / Finance Working Group Chair		
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ISC Expenses Reimbursement Policy



2026 Edition

Effective 1 March 2026

Ver. 1.0

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Link for FAI Statutes and By Laws

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The ISC Expenses Reimbursement Policy, 2026 Edition, takes effect on the 1st March 2026. The 2026 Edition differs from the 2024 Edition in language and layout only. There are no changes to limits, allowances or processes.

The objective of the rewrite is to simplify the language. The policy document has a new structure reflecting the different roles in which people volunteer for ISC. A volunteer at any event only needs to read the section for their role and the claim form appendix. This means that there are repetitions in the document, but it makes its use easier.

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1 GENERAL MATTERS

1.1 PURPOSE OF THE EXPENSES REIMBURSEMENT POLICY

This policy governs the basis on which expenses of ISC volunteers are reimbursed to them. It sets out what expenses can be reimbursed and any limits that apply. The appendices provide guidance on how to complete the ISC Expenses Reimbursement Claim form.

2 DEFINITION OF TERMS USED IN THIS POLICY

All terms defined here are capitalised and italicised in the policy.

Claimant

The person making the claim. This can be a judge, a jury member, an FAI Controller or other person acting on behalf of ISC.

Home

This is the Claimant's normal place of residence. It is the country in which they spend more than 183 days a year and/or are registered to pay taxes.

Lowest Cost Economy Airfare

The lowest non-stop non-refundable fare available, which lets the Claimant arrive on the Arrival Day and leave on the Departure Day stated in the relevant bulletin. If a non-stop flight is not available, it means the lowest non-refundable fare for a flight with the least number of stops. The *Claimant* must find the *Lowest Cost Economy Airfare* at the normal time of booking travel for the event. Normal time is based on actual bookings of other officials. It is usually shortly after Bulletin 1 is published.

Lowest Cost Economy Train Ticket

The lowest non-refundable fare available, which lets the Claimant arrive on the Arrival Day and leave on the Departure Day as per the relevant bulletin, with reasonable travel duration and changes. The *Claimant* must find the *Lowest Cost Economy Train Ticket* at the normal time of booking travel for the event. Normal time is based on actual bookings of other officials. It is usually shortly after Bulletin 1 is published.

3 REIMBURSEMENTS FOR JUDGES

3.1 ELIGIBLE EXPENSES

3.1.1 The ISC will reimburse **judges** the following expenses (S5 4.1.4.3):

- Travel and any visa costs incurred by an FAI Judge at an FCE up to the limits in this policy
- Any bank fees incurred because of making ISC claims.

3.1.2 ISC encourages the use of public transport. The amounts reimbursed are based on economy-class public transport ticket costs. If a judge uses a private vehicle to travel to the FCE, they will only be reimbursed for the lowest cost public transport ticket.

3.1.3 If no reasonable public transport is available, the Judge should tell the ISC Finance Secretary. **The ISC Finance Secretary can approve reimbursement of km if asked before the event.**

3.1.4 Only one out and one return journey to an airport or station will be reimbursed. Even if a third party drives the *Claimant*, their return trip will not be covered.

- 3.1.5 Parking at stations/airports may only be reimbursed in exceptional circumstances. If it is the cheapest alternative, the *Claimant* must agree it in advance with the ISC Finance Secretary.
- 3.1.6 Travel insurance is not reimbursable.
- 3.1.7 Accommodation costs are not considered reimbursable travel expenses. However, one night's accommodation cost will be reimbursed in the following circumstances:
- where a *Claimant* can show with documented proof that the cost of a flight, without any overnight accommodation, is greater than the total cost of an alternative flight and one night's accommodation.
 - where a *Claimant* can show with documented proof that a particular flight schedule requires an overnight stop en route
- 3.1.8 If a judge includes their judging responsibilities in a longer trip, some of which is not connected with ISC business, their reimbursement is limited to the lowest cost direct travel. Evidence of this can be either:
- a) an independent travel agent quote made at the time of booking the actual travel, or
 - b) the cost of travel for the same journey made by another person connected to ISC, or
 - c) a quote from an airline website for the airfare for that specific journey at the time of booking the actual travel.

The evidence for a), b) and c) must be for the direct return journey from their *Home* to the competition, for arrival and departure dates in the bulletins. **The Claimant must get this evidence at the time the travel would normally be booked.** Normal booking dates are based on those of other officials' travel bookings. This is usually shortly after Bulletin 1 is published.

3.2 REIMBURSEMENT LIMITS

- 3.2.1 The reimbursement is limited to:
- *Lowest Cost Economy Airfare* and/or *Lowest Cost Economy Train Ticket*, depending on the journey type .
 - Travel from *Home* to the airport/train station
- 3.2.2 The travel costs to be reimbursed are those incurred in travel to and from the *Claimant's Home*. Judge travel will be subject to a maximum reimbursement as follows:
- Travel within *Home* Country 450 CHF
 - Travel within a Continental Region 700 CHF
 - Travel between Continental Regions 2.000 CHF
 - Travel outbound for Israel-based officials 2.000 CHF

All costs connected to obtaining a visa can be reimbursed up to a maximum of CHF 150.

4 REIMBURSEMENTS FOR JURY MEMBERS AND FAI CONTROLLERS

4.1 ELIGIBLE EXPENSES

- 4.1.1 The ISC will reimburse **on-site Jury members** and **FAI Controllers** the following expenses (S5 4.7.1.10):

- Travel, food, accommodation, and any visa costs up to the limits in this policy
- Other appropriate expenses, including the technology required to connect with remote Jury members. The amount must be approved in advance by the Finance Secretary or the President.
- Any bank fees incurred because of making ISC claims.

- 4.1.2 For the avoidance of doubt, costs of alcoholic drinks will not be reimbursed.
- 4.1.3 No expenses will be paid for the Jury at a Para-Ski FCE.
- 4.1.4 ISC encourages the use of public transport. The amounts reimbursed are based on economy-class public transport ticket costs. If an Official uses a private vehicle to travel to the FCE, they will only be reimbursed for the lowest cost public transport ticket.
- 4.1.5 If there is no reasonable public transport, the Judge should tell the ISC Finance Secretary. The ISC Finance Secretary can approve reimbursement of km if asked before the event.
- 4.1.6 Only one out and one return journey to an airport or station will be reimbursed. Even if a third party drives the *Claimant*, their return trip will not be covered.
- 4.1.7 Parking at stations/airports may only be reimbursed in exceptional circumstances. Where it is the cheapest alternative, the *Claimant* must agree it in advance with the ISC Finance Secretary.
- 4.1.8 Travel insurance is not reimbursable.
- 4.1.9 If an official includes their ISC responsibilities in a longer trip, some of which is not connected with ISC business, their reimbursement is limited to the lowest cost direct travel. Evidence of this alternative cost can be either:
- a) an independent travel agent quote made at the time of booking the actual travel, or
 - b) the cost of travel for the same journey made by another person connected to ISC, or
 - c) a quote from an airline website for the airfare for that specific journey at the time of booking the actual travel.

The evidence for a), b) and c) must be for the direct return journey from their *Home* to the competition, for arrival and departure dates in the bulletins. . **The Claimant must get this evidence at the time the travel would normally be booked.** Normal booking dates are based on those of other officials' travel bookings. This is usually shortly after Bulletin 1 is published.

- 4.1.10 Where the Organiser does not provide independent transportation, the Jury President at an FCE is permitted to rent a car or to make use of a private vehicle so that the Jury may perform its duties. Where this is necessary, the Jury President must inform the ISC Finance Secretary of the need to rent a car. This should include a car rental quote which shows all taxes, projected fuel costs and tolls. The Jury-hirer must agree to transfer all Jury personnel to and from the airport/station using the Jury rental car. This may not include an overnight stay in a hotel to meet up with a missing/late-arriving Jury member.

4.2 REIMBURSEMENT LIMITS

4.2.1 Travel Reimbursement is limited to:

- Lowest Cost Economy Airfare and/or Lowest Cost Economy Train Ticket, depending on the journey being travelled.
- Travel from *Home* to the airport/train station

4.2.2 The travel costs to be reimbursed are those incurred in travel to and from the Claimant's Home. Jury and FAI Controller travel will be subject to a maximum reimbursement as follows:

- Travel within *Home* Country 450 CHF
- Travel within a Continental Region 700 CHF
- Travel between Continental Regions 2.000 CHF
- Travel outbound for Israel-based officials 2.000 CHF

4.2.3 All costs connected to obtaining a visa can be reimbursed up to a maximum of CHF 150.

4.2.4 There is currently no limit on accommodation costs. ISC Officials are reminded that the reimbursement is paid out of the Sanction Fee. They should therefore be prudent when selecting accommodation. If accommodation costs become excessive, limits may be introduced.

5 REIMBURSEMENTS FOR ISC PRESIDENT, BUREAU MEMBERS AND ISC OFFICERS

5.1 ELIGIBLE EXPENSES

5.1.1 The ISC will reimburse the **president** the following travel and other out-of-pocket expenses for travel to:

- ISC Plenary Meeting,
- FAI General Conference,
- ASC Presidents' meetings,
- CASI Meetings and
- Any other function where they represent the ISC.
- Any bank fees incurred because of making ISC claims.

5.1.2 The ISC will reimburse **Bureau Members** the following expenses:

- Telephone, Fax and other communication costs connected with ISC business incurred
- Any bank fees incurred because of making ISC claims.

5.1.3 The airfare for travel when representing ISC may be reimbursed before the actual travel. The Claimant must take out travel insurance for cancellation. If the travel is cancelled, the Claimant must reimburse ISC the full amount of the prepayment.

5.1.4 The ISC will reimburse **ISC Officers conducting ISC business as approved by the ISC Bureau** the following expenses:

- Travel, food, accommodation and any visa cost (subject to limits in this policy)
- Any bank fees incurred because of making ISC claims.

5.2 REIMBURSEMENT LIMITS

5.2.1 All costs connected to obtaining a visa can be reimbursed up to a maximum of CHF 150.

6 REIMBURSEMENTS FOR OTHER COSTS

6.1 ELIGIBLE EXPENSES

- Costs which do not fall into sections 2 – 4 of this document and have been approved by the ISC Plenary.
- Any bank fees incurred because of making ISC claims.

6.2 REIMBURSEMENT LIMITS

- 6.2.1 The policy sets no limit. The amount must not exceed the amount in the budget approved by the plenary.

7 CLAIM DOCUMENTATION

- 7.1.1 An expense claim is made up of the Expenses Claim Form and Supporting Documents.

7.2 ISC EXPENSE CLAIM FORM

- 7.2.1 The current version of the (Excel) ISC Expense Claim Form can be obtained from the ISC website or the ISC Finance Secretary. Claimants must complete all the blue cells in the form. The form must be a “live” spreadsheet. The ISC Finance Secretary completes the yellow cells, which they cannot do on a PDF.
- 7.2.2 Please **rename** the Claim Form starting with the Claimant’s LASTNAME.
- 7.2.3 Complete one line per cost, even if there are more supporting documents, e.g. the receipt and the exchange rate.
- 7.2.4 Annex I provides screenshots and explanations on completing the form.

7.3 SUPPORTING DOCUMENTS

- 7.3.1 Supporting documents must be provided for EVERY line completed on the form. If there is no evidence of the cost, it cannot be reimbursed. Please **rename** all supporting documents starting with the Claimant’s LASTNAME.
- 7.3.2 Receipts and other documents must be numbered (or named) to match the same line number in the Expense Claim Form, on which the item is shown. e.g., Line 2, Line 3, Line 4, etc., must appear on, or with, every supporting document. This is necessary for the FAI automated accounting system to match receipts to costs.
- 7.3.3 The supporting documents need to show what the cost is for. Printouts from card machines which just state that an amount was paid to a company are not enough. It must be possible to understand what the payment was for, to confirm it complies with the policy. Receipts and other documents must be described in English. If they are not in English, a reasonable English reader must be able to understand their purpose.
- 7.3.4 All supporting documents must be sent as individual named PDF files to the ISC Finance Secretary. Documents must not be assembled into a single PDF. The files are machine-read by the FAI automated accounting system. They must be loaded in a particular sequence and must be PDFs. **Image files such as JPEGs cannot be read and are not acceptable.**
- 7.3.5 Annex 2 details the acceptable documents for each form of travel.

7.4 CURRENCY CONVERSION

- 7.4.1 All Expenses claimed must be converted to Swiss Francs (CHF). Proof of all currency conversions to CHF must be provided as a PDF document showing:
- a printout from xe.com or
 - a bank's site or
 - the actual payment taken from a Claimant's bank account.
- 7.4.2 The date of the conversion should be the date the payment was made. A flight bought 3 months before a competition will have a different exchange rate than a taxi to the airport.
- 7.4.3 Currency conversion documents must show the exchange rates used and both currencies. These documents must be numbered to match the same line number in the Expense Claim Form.
- 7.4.4 Claimants will be refunded in their local bank's currency by their bank, but must submit their claims in Swiss Francs (CHF). The ISC Finance Secretary may make small currency adjustments +/-5% of the total claim.

8 CLAIM APPROVAL PROCESS

8.1 APPROVERS

- 8.1.1 Any expense claim made by the ISC Finance Secretary, in whatever capacity, must be approved and endorsed by the ISC President.
- 8.1.2 Any other expense claim must be approved and endorsed by the ISC Finance Secretary or the ISC President.

8.2 VERIFICATION AND PAYMENT

- 8.2.1 Any FAI Judge or Jury Member making an expense claim must be verified against the official "List of FAI/ISC Jury Members and Judges". This document must be prepared by the FAI Controllers of the various competitions and sent to the ISC Finance Secretary. It confirms the presence of the official Jury members and Judges at the competition, their attendance period and the name and date of the FCE. Note: This is also defined in the FAI Controller Handbook.
- 8.2.2 Expense claims and supporting documents must be sent to the ISC Finance Secretary and/or the ISC President. If they find the claim to be in accordance with this policy, they will further process it, endorse it and forward it to the FAI Secretariat for payment.
- 8.2.3 FAI Secretariat only pays out claims approved and endorsed by the ISC Finance Secretary or ISC President.

8.3 CLAIMANT RESPONSIBILITY

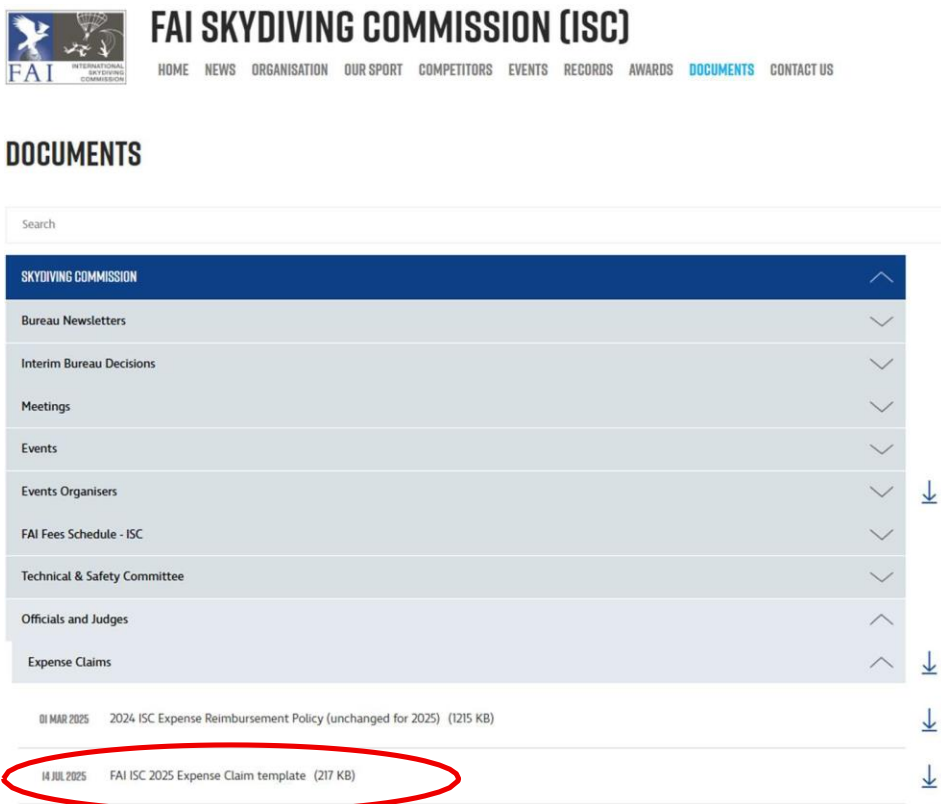
- 8.3.1 It is the responsibility of *Claimants* to submit their expense claims directly to the ISC Finance Secretary as per this Policy. No other format or forms will be accepted. Previous years' Claim Forms, handwritten claim forms, or handwritten receipts will be rejected.
- 8.3.2 *Claimants* must submit their claims within three (3) months of the end of the most recent competition or their stated return Home. If fewer than three months remain, then by 10 December in the year of the claim, or no reimbursement shall be made. Claims under review are exempt from these deadlines.

8.4 APPROVER RESPONSIBILITY

- 8.4.1 The ISC Finance Secretary or ISC President will verify that a claim is in accordance with this Policy and may then endorse it. They will then request the FAI Secretariat to make payment of the claim. The claim and all relevant supporting documentation will be given to the FAI.

ANNEX I – EXPENSE REIMBURSEMENT FORM

The expenses reimbursement form changes each calendar year. Claimants are reminded to download the current form from the Documents section of the ISC's website:



The screenshot shows the FAI Skydiving Commission (ISC) website. The header includes the FAI logo and navigation links: HOME, NEWS, ORGANISATION, OUR SPORT, COMPETITORS, EVENTS, RECORDS, AWARDS, DOCUMENTS, and CONTACT US. The 'DOCUMENTS' section is active, displaying a list of documents. The 'Expense Claims' link is circled in red. Below the list, there is a search bar and a table of documents.

SKYDIVING COMMISSION	
Bureau Newsletters	⌵
Interim Bureau Decisions	⌵
Meetings	⌵
Events	⌵
Events Organisers	⌵
FAI Fees Schedule - ISC	⌵
Technical & Safety Committee	⌵
Officials and Judges	⌴
Expense Claims	⌴

01 MAR 2025 2024 ISC Expense Reimbursement Policy (unchanged for 2025) (1215 KB) ⌵

14 JUL 2025 FAI ISC 2025 Expense Claim template (217 KB) ⌵

Claimants need to complete the blue cells on the Excel Sheet. These fields on the right-hand side are needed to make the bank transfers to the Claimant's bank. Please ensure the Name is the name the bank account is in. Banks check names and reject payments where account number and name do not match.

Name	
Address	
Postcode / City	
Country	
E-Mail	
IBAN / Account Number	
BIC / SWIFT	
Bank Name:	
Bank Address:	

Below, the Claimant should complete the blue cells as described

Name of the event, e.g. 16th World Cup of Style & Accuracy Landing

Date of the event, e.g. 13 – 28 April 2025

Expenses							Cost allocation			
#	Date	Description	Amount	Kilometers	Currency	Exchange Rate	Amount in CHF	Account	VAT Code	MWST CHF
1							0.00			
2							0.00			
3							0.00			

Number of the line a receipt relates to. A line can have more than one document, e.g. train ticket receipt and exchange rate evidence. If both documents relate to line 1, both documents need to include this

Date of payment

The amount on the receipt in the currency of that receipt. This should only be numbers.

Description of the cost or journey, e.g. Flight from Hamburg to Prague.

If km have been approved by the Finance Secretary, insert the km driven here.

The currency on the receipt. This can be different on each line.

The exchange rate between the currency on the receipt and CHF.

The Finance Secretary completes the yellow cells on the Excel Sheet. They then send it on to FAI's finance team for onward processing and payment.

ANNEX II – ACCEPTABLE DOCUMENTATION FOR EXPENSE REIMBURSEMENTS

<i>Claim</i>	<i>Reimbursement</i>	<i>Supporting document</i>
Airfare	<i>Lowest cost economy airfare</i>	a) Ticket receipt, or b) the cost of travel for the same journey made by another person connected to ISC, or c) a quote from an airline website for the flight for that specific journey using the same travel dates. This must be obtained at the time the travel would ordinarily be booked.
Train	<i>Lowest cost economy train ticket</i>	a) Ticket receipt, or b) the cost of travel for the same journey made by another person connected to ISC, or c) a quote from a railway company website for the train fare for that specific journey using the same travel dates. This must be obtained at the time the travel would ordinarily be booked.
Car rental	Compact category	Final bill with a copy of prior authorisation from ISC Bureau
Private Vehicle used for entire journey	ISC rate (0.37 CHF/km) plus tolls. However, the amount paid may not exceed the lowest cost economy airfare and/or train/bus fare, including travel to and from the airport/station.	Clearly identifiable Google (or other travel planner) printout indicating route, distance and tolls. and Clearly identifiable printout(s) from a reputable internet site of lowest fares (air or train/bus and travel to and from airport). No incidental additional costs will be reimbursed, i.e. hotel or meals
Travel to and from Airport/Train or Bus Station	Either 1. Cost of Public Transport used, or 2. Cost of a taxi (maximum CHF 74 one way) plus tolls, or 3. Cost of private vehicle: CHF 0.37/km (maximum CHF 74 one way) plus tolls	Public Transport receipts, Taxi receipt or a clearly identifiable Google (or other travel planner) printout indicating route, distance and toll. Only one out and one return journey will be reimbursed and no car parking* (i.e. even if a third party drives the Claimant, their return trip will not be covered). * Parking at airports may be reimbursed on an exception basis only. Where it is the cheapest alternative, it must be agreed in advance with the ISC Finance Secretary.



FAI - Fédération Aéronautique Internationale
Avenue de Rhodanie 54
CH-1007 Lausanne
Switzerland
Tel: +41 21 345 10 70
Fax: +41 21 345 10 77
www.fai.org
info@fai.org