

# WKF TRAVEL POLICY





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## 1. Introduction

This World Karate Federation (WKF) travel policy is primarily intended to meet the needs of the WKF organizational structure. It sets the rules for travel arrangements, including booking of flight tickets and accommodation, as well as managing expenses of non-staff WKF members.

Following our travel policy is important and helpful for everyone, not just the administrative and finance team at the WKF HQ, but also for our travellers around the world. The WKF travel policy helps us to:

- Promote transparency and fairness in business travel expenses
- Save time on manual tasks

This WKF Travel Policy has been approved by the WKF Executive Committee on November 29<sup>th</sup>, 2023 and comes into effect immediately after its approval.

Thank you for reading and following our policy! Please direct any questions to the WKF Treasury Department ([bmosquera@wkf.net](mailto:bmosquera@wkf.net)).

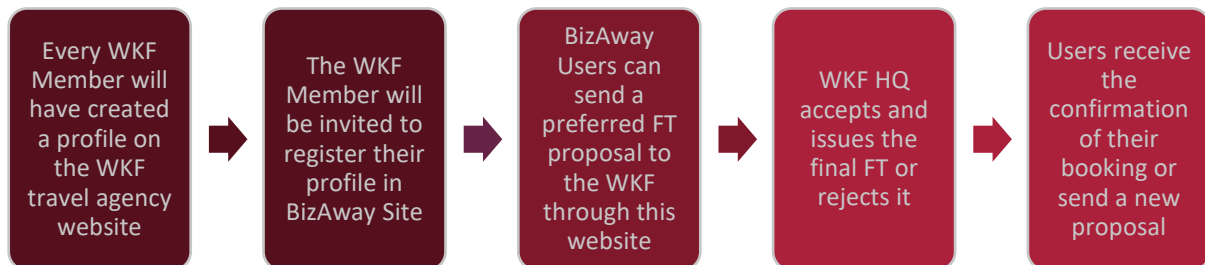
## 2. Travel booking process

WKF Executive Assistants at the WKF HQ are in charge of arranging each of the trips for users participating in each event and will be the direct liaison with the organizer of each event.

All travel authorizations will be handled exclusively by the WKF HQ according to the following usual process that will be detailed in the next pages:

### 1º) Flight Tickets:

[BizAway](#) is the Official Travel Agency of WKF which all members can access easily.



### 2º) Accommodation:



## 3. Expenses categories

### 3.1 Flights ✈️

- Flights will be booked by the WKF HQ, according to the travel booking process.
- Flights will be economy class. Any exception must be authorized by the WKF President.
- Flights must be booked at least one month in advance, except in duly justified exceptional cases.
- Flight changes and cancellations are paid for by WKF when the reason has been duly justified, accredited, and approved by the WKF HQ.
- The WKF will not cover extra luggage, unless expressly requested and authorized by the WKF HQ.

### 3.2 Accommodation 🏠

- Accommodation must be arranged by the WKF Executive Assistants, according to the established and communicated arrival and departure dates.
- The WKF will cover accommodation nights starting one day before the event and one day after the end of the event. The start and end date of the event will be stipulated as the date on which the users must be present to carry out their task. In some cases, an invitation or appointment letter will be sent which will already reflect the dates covered by the WKF.
- Users may extend their trip as approved by the WKF HQ. Users must pay for their expenses during the excess days.
- Lodging will always be in the official hotels of each event (HQ Hotel). In the case of specific events, priority will be given to the different options available depending on quality-price.
- Accommodation will be full board.
- Additional hotel expenses that may be reimbursed upon approval of WKF headquarters include:
  - ◆ Reasonable and appropriate meal expenses, if not included in the established accommodation booking for each event.

- Room upgrades are allowed if offered on site at no additional cost or if covered by the own user directly upon arrival onsite.
- Accommodation will be in single rooms. Any exception must be considered on a case-by-case basis upon official request.
- If it is necessary to cancel or change any booking, the user is responsible for ensuring that the reservation is cancelled or changed sufficiently in advance to avoid charges.

### 3.3 Ground transportation

Public and private transport rides are reimbursable only to pre-authorized users upon approval by the WKF Executive Assistants:

- Only when it is necessary to travel between the airport, the hotel and the venue and as long as there is no transportation service issued by the LOC.

Users are eligible for reimbursement for mileage driven using their personal vehicle for approved federation purposes. Please include the total kilometers driven as well as the reimbursement amount on the expense report.

### 3.4 Travel documents

The WKF will cover the cost of the following documents required for travel:

- Visa, not including private visa agency costs
- Vaccinations or medical tests required to enter the country, upon WKF approval.

These documents must be processed by the traveller.

Note that the LOC of the event can provide an invitation letter to facilitate visa procedures. In exceptional circumstances and upon prior notice from the WKF, some LOCs may process visas directly.

Users should check travel restrictions in their destination.

## 4. Non-reimbursable expenses

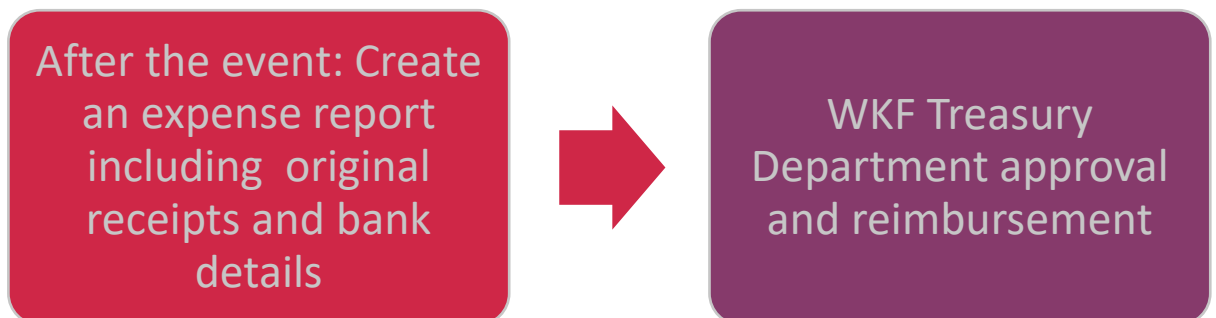
- In-flight purchases or additional costs incurred in relation with stopovers
- Excess baggage fees, unless express authorization
- Toiletries or clothing
- Airline club memberships
- Minibar purchases or bar bills
- Laundry or dry cleaning
- Parking fines or traffic violations
- Airline ticket travel agency fees
- Room service
- Additional beds
- Loss or theft of goods
- Damage to personal vehicles
- Personal telephone usage
- Excess days on a business trip
- Other expenses not authorized by the WKF HQ

## 5. Expense reporting and reimbursement process

Expense reports must be submitted to the WKF Treasury Department within 5 days after the trip.

The expense report shall include the following:

- The event or activity that gave rise to the expense.
- Attachment to all receipts. These must be originals and must be printed with the name of the establishment as well as the date and amount of the expense. If the original receipt is lost, the credit card statement may be used
- Expenses must be itemized both in the currency of purchase and in euros according to the official conversion rate established at the time of purchase.
- Explanation of any deviation from the travel policy which will require the personalized and express approval of the WKF Presidency.



Upon approval, you will receive reimbursement by Bank Transfer within 30 days of submittal in Euros. In the case of non-WKF events, this date may vary depending on the deadline decided by the LOC or event organiser.

In order to complete the refund, you should include the following information in the [expense report](#):

- Full name of the recipient
- Personal address
- Passport number
- IBAN or account number
- SWIFT / BIC



## 6. Travel support and safety and general

For any casuistry that the traveller does not find covered in this Policy please contact the WKF HQ.

In case of missed flights, cancellations, hotel issues, or anything else travel related before you start your travel, please contact the WKF HQ via email or phone.

In the event of an emergency while travelling, please contact the WKF Event Supervisor or Technical Delegate and/or LOC Event Manager.

