

## To all CIVA Officials selected for 2026 Championships

The CIVA Travel Agreement (TA) system continues the same way as last year. CIVA officials will receive a **fixed amount** depending on the type of travel.

The TA for individual types of travel is as follows:

- Europe <-> Europe: 400 CHF (change from last year)
- Europe <-> North America: 1 200 CHF
- Europe <-> RSA: 950 CHF
- North America <-> RSA: 1 100 CHF
- North America <-> North America: 600 CHF (new type)
- Other case will be determined case by case
- Travel by car: 400 CHF

Use the **Excel spreadsheet form for 2026** (see: <https://www.civanews.com/the-civa-document-store/>) to claim your reimbursement. **You and your assistant must submit separate TA claims.**

- All claims must be done in Swiss Francs (CHF).
- Follow the instructions at the top of the Excel form.
- In the field "Description" write:

Fixed amount by CIVA  
As per Agenda-5.1-Treasurer Report-2025

- Write the corresponding amount of the TA (based on the type of travel)
- Save the file in .xlsx format (**NOT .pdf file**).
- Name the file with **your surname** and corresponding **championship**, for example:  
CIVA-TA26-WAC\_Hawthorne  
CIVA-TA26-WGAC\_Kavka  
CIVA-TA26-EAAC\_Kuechler
- You can attach invoice for airline ticket or route cost calculated by ViaMichelin, for feedback about real costs and possible amendments to the amounts in the future.

Send your claims to [zuzana.danihelova@gmail.com](mailto:zuzana.danihelova@gmail.com), [mdlx@me.com](mailto:mdlx@me.com) and to [civa-treasurer@fai.org](mailto:civa-treasurer@fai.org) that is listed in the Excel sheet. You will be reimbursed approximately 2 weeks after submitting the claim.

The **deadline for sending** your TA claims is **one week after** the end of each Championship:

WAC – 13 September 2026  
WGAC/WAGAC – 20 September 2026  
EIAC/ EAAC – 4 October 2026

### Some tips for getting the best offer:

- Make your research on one device BUT buy on another one.
- Make your research late evening on Tuesday, Wednesday or Thursday, never on weekends.
- When you make the reservation do not choose your seat before your flight, the airline will choose the seat for you and it is for free.

If you have further questions, please contact me!

**Zuzana Danihelová, CIVA TA Officer**, [zuzana.danihelova@gmail.com](mailto:zuzana.danihelova@gmail.com)