



# CIVA Travel Allowance: Claiming Procedures

**The best way to be reimbursed quickly**

## 1. For all CIVA Officials Judges, Assistants, International Jury

Submit your TA ("TA"= Travel Allowance) Claim in **ONE** single **PDF** document containing all the invoices (if possible delete the unnecessary pages).

Judges are responsible for reimburse their Assistant's expenses after receiving the payment from FAI/CIVA (no exception).

Exception only for Judge and Assistant who do not have the same currency.

## 2. CIVA is paying **ONLY** for:

- the fare (train or flight, cars). The base of the reimbursement is the cheapest (reasonable) fare. The reimbursement will be made in the requested currency.
- the trip to the airport, (capped to 1,5 the price of the train)
- 1 luggage
- VISA fees.
- For cars CIVA reimbursement is capped to the price of a reasonable flight ticket.

### **Note:**

- No reimbursement is made for meals and/or hotel.
- The base of the reimbursement is the cheapest (reasonable) fare. The reimbursement will be made in the requested currency.

## 3. How to make the claim:

1. Before buying your ticket you **must** have the approval of the TA Officer for the chosen flight.
2. You **must** include receipt for each expense that you claim for.  
If you travel with your own car you must provide an expense report as follows:
  - -> [www.viamichelin.com](http://www.viamichelin.com)
  - -> set your departure, arrival and return points ex.: ABA (if necessary to fetch your assistant add further points, ex.: ABCBA)
  - -> report the mileage on the claim counting 0,20 €/km  
(ex 350km x 0,20 € = 70 €)
3. Your claim file name and the subject of the mail **MUST** be as follow in red (MANDATORY if you do not name it according of this standard your claim could possibly be lost and if found will be process after the correct claims)  
**TA23 - Name of the Championship - Name of the official.**  
**(ex: TA23 - WGAC - M. Delcroix)**

4. TA Claim submission deadline date is LATEST the Saturday following the last day of the given championship ie:

- EIAC: July 17, 2023. 20:00
- WGAC: August 14, 2023. 20:00
- EAC: September 25, 2023 20:00
- WAAC: November 8, 2023 20:00

**Claims WILL not be considered after these dates!** Except if pre-agreed with the TA Officer.

**NOTE:** We choose only one week after the championship not to allow you to forget it! Of course you can of send your claims as soon as you have purchased your tickets, ie before the championship. It is even recommended

The delay after theWAAC is shorter because the CIVA accounting has to be closed before the Plenary.

5. Please use ONLY the following mail address: mdlx@me.com

Once we have checked the claim and send it to FAI, please wait 10-15 days for receiving the money.

### Some tips to get the best prices:

- Make your research on one device BUT buy on another one
- Make your research late evening on Tuesday, Wednesday or Thursday never on week-ends.
- When you make the reservation do not choose your seat, 24h before your flight the company will choose for you and it is free.

### Check -list to help you

| Step # | Steps to follow  | Done |
|--------|--|------|
| 1      | Send to the TA officer your travel date (home town, departure airport) with the correct naming of the mail : |      |
| 2      | Name of the mail: TA23 - championship - your name  |      |
| 3      | Once you received the evaluation of the fare from the TA buy your ticket                                     |      |
| 4      | Keep the invoices and numbered them A, B, C, D (in the order they appear on the claim                        |      |
| 5      | Fill the claim form as shown in the example according to the "letters"                                       |      |
| 6      | Sign the claim   |      |
| 7      | Merge the invoices in the same order as lettered   |      |
| 8      | Name the merged document: TA23 - championship - claim your name  |      |
|        |  |      |