



September 19, 2004  
as amended through August 15, 2011

## **POLICY**

**Subject:** Support for FIS Meeting Expenses

**Adopted by the Board of Directors:** November 13, 2002  
revised by the Executive Committee: July 18, 2003  
revised September 19, 2004  
revised May 11, 2011  
revised August 15, 2011

- 1) The CSA will pay all reasonable and appropriate costs (as defined in Section 2 and 3) related to the attendance at scheduled FIS meetings by CSA appointed representatives to FIS Discipline Committees/Sub-Committees as well as Pan-FIS Committees (General Committees/Non Discipline specific).(As a general guideline, these costs are anticipated to be approximately \$2,000-\$2,500 per person per meeting).
- 2) Reasonable and appropriate costs include:
  - Airfare at most economical fare which will permit attendance at required Committee/Sub-committee meetings or equivalent, as well as related air transportation costs such as airport parking and departure fees.
  - Accommodation (double occupancy) in the meeting hotel or reasonable alternate accommodation.
  - Meals and mileage at current Federal Government Treasury Board rates for international travel.
  - Hotel accommodation and meals at current Treasury Board rates for non-meeting days if a seven day stay is required.
  - Ground transportation (on a shared basis if possible) to the meeting hotel if this is not provided by the hotel or by FIS.

- Pre-Approved Car Rental costs
- Out of country excess medical insurance.

Note: The CSA will reimburse in accordance with this policy at the most economical cost for airfare, accommodation, and meals etc. related to attendance at scheduled meetings taking into consideration one day travel each way plus scheduled meeting days and days in between scheduled meetings.

- 3) Funding for attendance at any FIS Meetings or Congress is only available if the respective Committee/Sub-committee is actually meeting.
- 4) In the event a person on a Pan-FIS Committee/Sub-Committee is also attending the FIS Committee/Sub-Committee meetings on behalf of a specific discipline, the CSA and that discipline will equally share the person's costs.
- 5) The CSA will pay all reasonable and appropriate costs related to the attendance at scheduled multi-discipline FIS meetings by the CSA President and, with the approval of the Executive Committee, the Managing Director. In the event the CSA President and/or Managing Director are also attending the FIS Committee/Sub-Committee meetings on behalf of a specific discipline, the CSA and that discipline will equally share their costs.
- 6) The CSA will pay all reasonable and appropriate costs related to the attendance at scheduled FIS meetings by the Canadian member of the FIS Council, if a FIS Council meeting is not being held in conjunction with the scheduled FIS Committee/Sub-Committee meetings.
- 7) If an Olympic or Paralympic discipline does not have a person serving on a Pan-FIS Committee, the CSA will pay 50% of all reasonable and appropriate costs related to the attendance at scheduled FIS Committee/Sub-Committee meetings by one person from that discipline provided their Committee/Sub-Committee is actually meeting.
- 8) If a non-Olympic or Paralympic discipline does not have a person serving on a Pan-FIS Committee/, the CSA will pay 33% of all reasonable and appropriate costs related to their attendance at scheduled FIS Committee/Sub-Committee meetings by one person from that discipline provided their Committee/Sub-Committee is actually meeting.
- 9) The CSA may choose to provide a lump sum payment to persons attending any

given Committee/Sub-Committee meeting in lieu of specific cost reimbursement if this is determined to be simpler and more effective. The CSA may also choose, in special circumstances, to reimburse other specific expenses. Any decision of this nature must be made by the CSA Executive Committee.

- 10) All persons whose expenses are, in whole or in part, covered by the CSA must provide the CSA with a statement of their expenses (including photocopies of receipts) and must also provide the CSA with a written report of their activities. These must be provided within thirty days of the conclusion of the meeting. Expenses will not be reimbursed to persons who do not comply with this provision.
- 11) Funding for Substitutes:
  - All discipline Committee/Sub-Committee substitutes must be proposed to the CSA in advance by the discipline on whose behalf they will be acting, and must be endorsed by the CSA.. FIS Rules prohibit substitutes from voting.
  - All PAN-FIS Committee substitutes must be directly approved by the CSA.
  - The CSA will provide financial support to approved substitutes on the same basis as for regular committee members.
- 12) The CSA will offer block booking of hotel arrangements as well as air travel arrangements to Canadian attendees, and the CSA obligation for funding will be based upon its selection of hotel and travel irrespective of whether the CSA obligation is 100% or shared and irrespective of where attendees chose to stay
- 13) The CSA will impose a deadline for the receipt of hotel and air travel confirmation from Canadian attendees and will not assume any responsibility to keep pre-bookings for accommodation or transportation available after this date.
- 14) This policy shall be subject to the constraints of the CSA's financial resources. However sixty days notice must be provided to members of any decision by the CSA to change the terms of this Policy.
- 15) Matters not otherwise covered by the Policy shall be subject to approval by any two members of the CSA's Executive Committee.