

Finnish Cricket Association's travel policy 2023

STAFF, BOARD & COMMITTEE MEMBERS, PANEL UMPIRES, NATIONAL TEAM COACHES

A Domestic daily allowances

Conditions for payment and amount of the daily allowance

Full daily allowance

- the journey took more than 10 hours
- the full travel day (=24 hours) is exceeded by more than 6 hours
48 € if no more than one hot meal is provided.
24 € if two hot meals are provided.

Partial daily allowance

- the journey took more than 6 hours
- the full travel day (= 24 hours) is exceeded by more than 2 hours
22 € if meal not provided.
11 € if meal provided.

CLARIFICATION OF THE ABOVE:

Any daily allowances or travel expenses are to be separately agreed in advance for Board and Committee Members; compensation for travel to/from meetings or separate meeting allowances are not paid, unless the General Assembly so concludes. For avoidance of doubt, travel required to fulfil the operational roles such as league director and technical director is compensated in accordance with this policy document.

B Foreign daily allowances

Conditions for payment

- the last full day of travel abroad must be exceeded before entering the country of origin
- 1. more than 10 hours; 1/1 foreign daily allowance
- 2. by more than 2 hours; 1/2 foreign daily allowance
- For a journey home resumed within the territory of Finland, as well as for a journey from home to the place of air or seaport, the following shall be reimbursed: in accordance with the normal domestic travel rules.

Amount of the daily allowance

- up to a maximum amount set by the National Board of Taxation (www.vero.fi)
- 1/2 daily allowance if two hot meals were provided.

C Travel expenses

- public transport according to Class II
- use of your own car up to **35 cents/km**, additional passenger 3 cents/km, if their trip is for employer's work purposes.

OTHER OFFICIALS, SUCH AS SCORERS AND CLUB UMPIRES

A Domestic daily allowances

Conditions for payment and amount of the daily allowance

Full daily allowance

- the journey took more than 10 hours
- up to a maximum amount set by the National Board of Taxation (www.vero.fi)

Partial daily allowance

- the journey took more than 6 hours
- up to a maximum amount set by the National Board of Taxation (www.vero.fi)

B Travel expenses

- public transport according to Class II

EXCEPTION

- Certain specific tasks under a separate agreement

The payment of travel expenses and daily allowances takes into account Section 71 of the Income Tax Act, according to which a non-profit organisation may pay compensation for travel expenses tax-free to those involved in the organisation's activities without wages or fees.

However, there are upper limits to tax-free compensation in the law. Kilometre allowances for using your own car can be paid up to a **maximum of EUR 3,000** per year and daily allowances for a maximum of **20 days**.

Travel claim and supporting documents

All travel claims are to be made in accordance with guidelines from the Cricket Finland office. Expenses must be claimed within two months from the conclusion of travel, otherwise the right to compensation may be denied. Any travel claim supporting documentation is to be included when appropriate.

UPDATES

This document is reviewed and updated as required at the start of each calendar year.