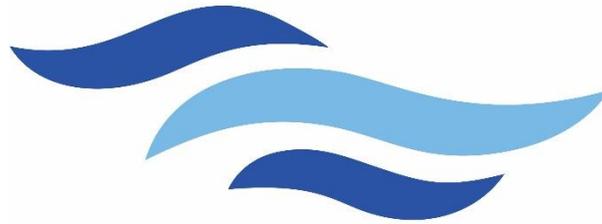


PADDLE EUROPE



TRAVEL POLICY for International Technical Officials (ITOs) and Jury

Approved by the Board of Directors of the European
Canoe Association/Paddle Europe

Version	Created	Board Approved (Date)	Review Date
V1	January 2025	02 February 2025	December 2026
V2	January 2026	26 January 2026	

Based on the decisions of the Paddle Europe Board, the following travel policy applies to International Technical Officials (ITOs) and Jury:

1. Flight Tickets:

- All flight tickets must be booked through the online Perk agency.
- Only economy class tickets are approved. Please check if the requested flight already includes a checked luggage.
- If you would like to add on special requests such as meals, seat selection, etc. you will be charged/invoiced for the difference.
- If you would like to travel on different dates for personal reasons, you will be charged/invoiced for the difference from the standard fare of designated dates.
- ITOs must select their ticket within the designated deadline.
- The Paddle Europe will directly approve and pay for the ticket if the requested flight is within the travel policy
- Once process is finalized you will receive the ticket directly to your email

2. Train travel:

- All train tickets must be booked online through the online Perk agency.
- ITOs must select their ticket within the designated deadline.
- Paddle Europe will directly approve and pay for the ticket if the requested train is within the travel policy.
- Once process is finalized you will receive the ticket directly to your email

Instructions for Perk (formerly TravelPerk)

First time log in instructions (if you don't have open profile on Perk):

- You will receive an invitation by email to access the Perk platform. Please also check your Spam / Junk folder if you do not see the invitation in your inbox.
- Create your Perk account by entering your email address and setting a password. Complete any required profile information.
- Submit a flight/train request through the platform.
- Your requested flight/train booking will be reviewed by the Paddle Europe admin team:
If it complies with the Travel Policy, it will be **approved**,
If it does not comply, it will be **rejected**.
- You will receive an automatic email notification informing you whether your request was approved or rejected. If approved you will receive your flight/train ticket via email

For users who already have a Perk profile

If you already have a Perk account from previous years, the procedure remains the same as before and you are already familiar with the process.

- Log in to your existing Perk account.
- **!!!! If you are also an ITO for ICF, please pay special attention to which organization profile you are currently logged into !!!!**
- Once logged in under the correct profile (European Canoe Association), submit your flight/train request through the platform for the competition to which you are delegated.
- Your requested flight/train booking will be reviewed by the Paddle Europe admin team:
If it complies with the Travel Policy, it will be **approved**,
If it does not comply, it will be **rejected**.
You will receive an automatic email notification informing you whether your request was approved or rejected. If approved you will receive your flight/train ticket via email

3. Travel by Personal Vehicle:

- If driving to the competition, a **request to the Paddle Europe must be sent within the designed deadline.**
- Mileage reimbursement is set at **€0.30** per kilometer at a max distance of 1500km.
- Toll fees and vignettes will be covered only when invoices/copy of invoices are provided.
- Car Travel Request to Paddle Europe will be made in official online form and must include:

address of ITO residence, address of venue/hotel, provisional proof of km (Google Maps or ViaMichelin), estimated costs for tolls and vignettes, if any.
- Final Expense Reimbursement must be submitted 7 days after the competition has finished on the designated form and accompanied by the invoices requested by the Paddle Europe. Receipts submitted for reimbursement must be scanned, clearly visible, and dated within the official travel period.

! IMPORTANT !

Please note Paddle Europe does not reimburse the following costs:

- Trip to/from airport in the city of residence/origin
- Any travel of the ITO is he/she is a resident of the country that host the championships.
- Transport costs during the competition period (this is responsibility of the HOCs).
- Any expenses outside of the approved categories will not be reimbursed.
- Any requests claimed outside the designated deadline will not be accepted.