



INTERNATIONAL QUIDDITCH ASSOCIATION

IQA Travel Policy

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As an international organization, the IQA hosts events around the world and as such will require representatives to be present at events around the world. This document will define a policy for use of IQA funds to send IQA representatives to relevant events.

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Executive Summary

The following paper outlines a travel policy that will pay for IQA representatives' pre-approved travel to IQA events, including transportation costs, travel and subsistence.

Background

The IQA is an international organization both running and attending events around the world that, up until now, has relied on its volunteers to pay their own way to events often on different continents. Although the IQA relies exclusively on volunteers at this point, profits from World Cup 2016 now permit the IQA to reimburse its representatives for some travel expenses. While the IQA will need to select which volunteers will travel carefully, our new ability to pay necessary travel and subsistence expenses ensures the IQA will be able to improve its growth and learning and maintain a greater and non-discriminatory pool of individuals who may attend events on its behalf.

In this document, the word "event" will be used to refer to anything that requires an IQA representative to attend for IQA business. This may include tournaments, training camps, business meetings, conferences, etc.

The proposal

IQA Travel Policy

1. The IQA will reimburse reasonable travel and subsistence costs for its representatives travelling on behalf of the IQA.
 - 1.1. Representatives who may be attending any event on behalf of the IQA and another organization may qualify for reimbursement from the IQA if they will be primarily a representative of the IQA. Should an individual attend an event on behalf of the IQA and another organization, reimbursement will be determined on a case-by-case basis.
 - 1.2. Individuals travelling may choose more expensive travel or subsistence options however the IQA will reimburse the amount of the lowest reasonable cost.
 - 1.3. The IQA will provide representatives with a reasonable per-diem allowance for subsistence in the local currency for the duration of the trip in which the individual is engaging in IQA business.
 - 1.4. Costs associated with change or cancellation of the trip after booking will be the responsibility of the IQA representative, unless the event or reason for travel has changed or been cancelled.
2. Individuals travelling on behalf of the IQA must submit requests for the expenditure to their supervisor(s) in writing at least 6 weeks in advance of travel within a continent and at least 8 weeks in advance of travel between continents.
 - 2.1. All requests must include:
 - 2.1.1. Event they are travelling to and its dates,
 - 2.1.2. Dates of travel,
 - 2.1.3. Three (3) quotes for the cost of travel, AND
 - 2.1.4. Justification of organizational need for travel
 - 2.2. Requests submitted closer to the date of travel will be considered in exceptional circumstances. These requests must include 2.1.1-2.1.4, and:

- 2.2.1. Justification of reason travel could not be planned earlier
3. Decisions to approve travel and any reimbursements will be made in accordance with IQA financial standing orders and policy.
 - 3.1. All travel expenses approved must be within the pre-approved IQA annual budget.
4. Individuals travelling must make risk-averse travel choices.
 - 4.1. All individuals travelling internationally must have appropriate insurance or other suitable arrangements to ensure their health and well-being.
 - 4.1.1. If insurance must be purchased specifically for travel on behalf of the IQA, the lowest reasonable cost will be reimbursed as per section 1.
 - 4.2. All individuals travelling must have access to a cell phone that will work locally; for international travel the option with the lowest reasonable cost will be reimbursed as per section 1.
 - 4.3. The IQA will not reimburse any charges, fines or penalties incurred as a result of representatives' failure to comply with laws, regulations or contractual requirements / instructions.
 - 4.4. The IQA will not reimburse uninsured losses unless it was either not reasonable to obtain insurance or obtaining insurance with no excess charges was not reasonable.

Implications

Strategic implications

This proposal gives the IQA a framework with which to support travel for its representatives for IQA-sanctioned events. This will allow us to ensure competent volunteers are available at our events to supervise event quality, take notes for future event improvement, and represent the IQA through speeches, workshops, and interaction with the community. This will ensure quality control of events and work towards increasing public trust in the organization. This policy will also provide a framework for travel to events organized by other organizations that will help to further quidditch, the IQA, and its development.

Financial implications

The policy does not specify travel amounts as this is likely to vary, and it will fall within budget due to the requirement that any travel costs must come out of a pre-approved budgeted amount. This policy will follow financial policy therefore decisions on spending will be risk-averse and will be taken by the appropriate person within the organization.

Stakeholder implications

Paying for IQA representatives to travel to events relative to IQA business ensures we are well represented and are able to communicate as we would like to the wider quidditch community. Being present in person for our members will help them feel heard and help us communicate projects that we are working on. Being present at events will also ensure that we are able to monitor the event quality for future improvement.

Representatives may also choose to pay for some of their own accommodation, ground travel, etc. if they choose to extend their trip into a vacation as per section 1.a, however this flexibility should increase volunteer and employee satisfaction with travel.

Risks and issues

Risks are inherent in travelling. If emergency arise while travelling, the IQA may be able to help the volunteer travelling resolve emergencies.

There is a risk that a travel policy seriously restricting means and methods of travel could seem patronizing for IQA representatives who are largely young people used to booking their own travel; it would also be difficult to enforce a restrictive policy. This is being controlled through a policy that leaves bookings open-ended and allows IQA representatives to draw on their own experience.

Next steps

Management responsibility

Within the executive branch of the IQA, the Executive Director will be responsible for communicating this policy to departmental coordinators who in turn will be responsible for communicating this policy to volunteers working underneath them. All volunteers should be made aware of this policy although few are likely to use it. The Executive Director will also be responsible for implementing any processes surrounding this policy.

Responsibility for application of the policy will be according to Financial Policy therefore depending on the cost estimate will be approved by a variety of individuals within the organization.

Actions required of the trustees

Approval of this paper; Consideration of any future travel expenses for the Executive Director or other Trustees in accordance with this policy.