

## INTERNAL DIRECTIVE – 06 (version 9.2025)

(ID-06)

### REIMBURSEMENT OF EXPENSES AND COSTS TO ETTU MATCH OFFICIALS AT DEVELOPMENT ACTIVITIES

#### 0. Definitions and Abbreviations

**ID06** – ETTU Internal Directive 06  
**ETTU** – European Table Tennis Union  
**ITTF** – International Table Tennis Federation  
**TT** – Table Tennis  
**GS** – ETTU General Secretariat  
**VPF** – Vice-President for Finances  
**DM** – ETTU Development Manager  
**AUT** – Advanced Umpire Training  
**ARE** – Advanced Rules Examination  
**EVA** - Evaluations  
**Match Officials** - Umpires and Referees

#### 1. General provisions for the reimbursement of expenses and costs and for the related claims

**1.1.** Any appointed Match Official by ETTU to any ETTU Development activity is entitled, according to the provisions of the present ID06, to the reimbursement of expenses and costs incurred in relation to activities carried out on behalf of ETTU or in its interest (e.g., courses, seminars, examinations, mentoring activities, etc.).

Claims for such reimbursements may include, in particular, travel expenses, accommodation costs and specific administrative or technical costs assigned for ETTU purposes.

- Any appointed Match Official mentoring young match officials is entitled to an allowance of **two hundred and fifty (250) euros** per mentoring program.
- Any appointed Match Official conducting a course on site is entitled to an allowance of **one hundred (100) euros** per working day and **fifty (50) euros** per travelling day.
- Any appointed Trainer for Match Officials conducting an AUT course is entitled to:
  - Two sessions of online AUT course: **one hundred (100) euros** per trainer when two trainers are involved, or **one hundred and fifty (150) euros** if only one trainer is involved.

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- On-site AUT course: **one hundred (100) euros** per trainer when two trainers are involved, or **one hundred and fifty (150) euros** if only one trainer is involved.
- Any appointed Trainer for Match Officials conducting evaluations is entitled to **one hundred (100) euros** per day for each day of the competition.
- Any appointed Trainer for Match Officials conducting an ARE not combined with AUT is entitled to:
  - **fifty (50) euros** for the supervision of the exam.
  - If the ARE is combined with AUT, the fees are included in the AUT course.
- Any appointed Trainer for Match Officials conducting an online course is entitled to an allowance of **fifty (50) euros** per online session.
- Trainers are required to collect the AUT/ARE fees from the candidates of the development activities. The current fees are:
  - AUT (three parts): **fifty (50) euros**
  - ARE: **thirty (30) euros**
  - AUT and ARE combined: **eighty (80) euros**
  - Evaluations only: No cost to the umpires

The Trainers should also ensure that all administrative and financial parts are completed at the end of the development activity, with a full report including reimbursement claim to be submitted to the URC for approval. After the final check of the applied reimbursement claim and achieved results and expected objectives, URC will approve the claim and forward it to ETTU.

These allowances include VAT and any other applicable taxes (if any). The ETTU does not have any responsibility whatsoever for the Trainers with regard to these obligations. These allowances are considered purely as compensation of their costs for being freed to take part at ETTU Development activities and in no way can be considered as a payment for services nor an employment benefit.

**1.2.** ETTU shall reimburse through its own funds only expenses and costs which:

- have exclusively been assigned for ETTU purposes;
- have been authorised in advance by the VPF or GS;
- are not or have not already been covered in any other way.

**1.3.** Any claim or application for the reimbursement of expenses and costs shall comply with the provisions as identified on the official claim form.

**1.4.** Any claim to ETTU for the reimbursement of expenses and costs concerning a certain year shall be submitted to ETTU not later than on the 15th January of the next following year.

In any case, a reimbursement request has to be claimed within 60 days after the event or meeting in order to be reimbursed.

Any reimbursement of expenses and costs may be refused by ETTU if the deadline mentioned here before has not been respected.

## **2. Provisions for the reimbursement of accommodation costs and travel expenses**

**2.1.** For travel expenses that have to be covered through ETTU funds, the most economical means of travel shall be used, considering to that end financial as well as time aspects.

**2.2.** Travel expenses will principally be reimbursed by ETTU according to the following general provisions:

- for travels by private car, an allowance equivalent to 0.40 euros per km effectively run is allocated. Duly motivated extra costs (e.g., parking fees, highway tolls) may be reimbursed additionally, upon the presentation of receipts.

Note: the amount to be reimbursed by ETTU for a travel by private car shall not exceed the amount that would have cost the same travel by aircraft, except if the travel by private car has been explicitly authorised beforehand by ETTU.

**2.3.** ETTU shall, after acceptance of a claim, reimburse within 30 days.