

INTERNATIONAL SURFING ASSOCIATION

TRAVEL & PER DIEM POLICY

Revised, January 2026

Purpose

This policy establishes the principles governing travel, accommodation, meals, and per diem allowances for members of the ISA Executive Committee (ISA EC) when travelling on official ISA business. The ISA EC is a volunteer function in accordance with Article 6 of the ISA Constitution.

Scope

This policy applies to all elected members of the ISA Executive Committee and applies solely to official ISA duties.

General Principles

Executive Committee members are expected to incur only necessary, reasonable, and proportionate expenses. All travel should be planned in advance and conducted in a manner that reflects good governance and financial responsibility.

ISA Events

ISA EC Members are entitled to attend two (2) ISA Events per year at the ISA expense, one of which will include an in-person EC Meeting. EC Members may attend additional events if specifically delegated by the ISA President.

Travel

ISA will cover the cost of a suitable economy class ticket from the nearest international airport to the venue, based on airfares provided by the ISA Travel Agent. Ground transportation to and from airports should be at the lowest reasonable cost. Requests for specific routes or airlines may be considered provided costs do not materially exceed the lowest available fare. Any upgrades are at the individual's own expense.

For the 2 events per year allocation, EC Members may organize their own travel if they are able to find airfares that are comparable or lower to the airfares achievable by the ISA Travel Agent.

Approval of Travel

All travel arrangements and associated costs must be approved in advance by the ISA Office prior to confirmation or ticket issuance.

Arrival and Departure

Members are expected to arrive in time to fulfil official duties and remain until the official conclusion of the event or meeting. Any deviation must be approved in advance.

Accommodation

All accommodations for ISA EC Members at ISA Events shall be organized by the ISA Office in accordance with the terms of the hosting agreements (normally from 1 day before the opening ceremony until one day after the closing ceremony).

All accommodations for EC Meetings shall be managed directly by the ISA Office.

Any accommodation arrangements outside of those determined by the ISA Office shall be agreed in advance by the ISA Executive Director

ISA EC Members are entitled to one accompanying person to share accommodation. Any costs relating to accompanying persons, including meals, are not covered by the ISA unless approved in advance.

Meals

Meals at ISA Events are normally provided during official duty days by the Organizing Committee either at the official hotel(s) or at the event venue(s).

Where meals are not provided, the ISA will reimburse EC Members for reasonable meals expenses or may grant a per diem for this purpose.

Additional Accommodation Expenses

Executive Committee members are responsible for settling any personal expenses incurred during their hotel stay, including room service, laundry, minibar items, and other incidental charges.

Per Diem

ISA may provide EC Members with a per diem allowance to cover incidental expenses not otherwise reimbursed. Per diem eligibility is based on official duty days plus up to two travel days. No per diem is payable for virtual meetings unless approved in advance.

Expenses

The ISA shall reimburse EC Members for all reasonable and necessary expenses ordinarily and properly incurred by EC Members, (according to the the current ISA expense reimbursement policies) in the performance of their duties under the ISA Constitution, provided that the EC Member presents receipts and such other supporting information satisfactory to the ISA related to the expenditure for which they claim reimbursement. All reimbursable expenses must should be reasonably submitted within thirty (30) days following the event or meeting.

Review

This policy is adopted by the ISA Executive Committee and may be reviewed or amended as required.