

EXPENSE REGULATIONS NAIF LACROSSE

Travel bills must be submitted continuously. The federation pays salaries (incl. travel allowance and expenses) on the 1st and 15th of each month. Travel bills, expenses, travel and fees are submitted to the association via Visma Expense. Receipts must be submitted in order to receive payment for expenses. Travel and accommodation are covered. Food and drinks are not covered, unless otherwise agreed in advance.

TRAVEL BY PLANE - TRAIN AND BUS – PARKING

Flights can either be booked by the traveler themselves, or by the NAIF administration. Bookings should be made as early as possible, as prices often increase as the departure date approaches.

Public transport such as the airport-bus or train should be used as far as possible. If your own car or taxi must be used, this should be clarified with the administration in advance. In the event that you drive a car, you should try to carpool, and choose the most affordable parking options.

TRAVEL FROM AIRPORT / TRAIN STATION / BUS STATION TO TRAIN STATION

Travelers should strive for the cheapest possible transport from/to the airport/arrival station. If it is cheapest to use the airport bus or similar, this should be used.

Taxis can only be used in extraordinary circumstances or if it has been pre-approved.

DRIVING WITH YOUR OWN CAR TO AND FROM THE EVENT

Driving must be submitted via Visma Expense. Driving expenses of less than a total of NOK 100,- incl. tolls will not be paid.

ACCOMMODATION

Hotel/accommodation can be booked by the traveler themselves or by the NAIF administration. The cheapest alternative within a reasonable distance to the track/event venue is chosen. Contact the administration at naif@amerikanskeidretter.no if you are in doubt.

RENTAL CAR

If a rental car is needed, it is ordered/organized by the administration. Car size is ordered as needed. Only drivers who have had a driving license for more than 2 consecutive years can drive the rental car.

All drivers in the car must be registered. Only registered drivers can drive the car. Up to 2 additional drivers are charged per rental car. The rental car must be filled with fuel before it is returned, unless otherwise agreed. A receipt for fuel must be submitted as an expense.

If other needs arise, such as washer fluid or similar, this can also be submitted as an expense, unless deficiencies are included in the rental agreement, and must be covered by the rental car company. If damage occurs to the car, the administration must be contacted. Damage that occurs to the car for which the driver is not responsible is covered by the federation. Damage that the driver himself is responsible for must be covered by the driver himself.

