



AIRFARE POLICY



DISTRIBUTION

ACA-ICC Staff
 ACA-ICC Members
 ICC Dubai

APPROVAL

This policy was distributed in draft format in January 2008 to all of the above as listed under "Distribution" above for agreement by end January 2008 and implementation in February 2008.

PURPOSE

The purpose of this policy is to ensure the most cost and time efficient process in purchasing flights for ACA-ICC Events. Flight costs absorb a significant portion of the ACA-ICC budget and it is therefore very important that our Members adhere to the policy.

APPLICATION

This policy will apply to all ACA-ICC activities and programs, which include but are not limited to:

1. ACA-ICC Regional Tournaments
2. ACA-ICC Conferences & Seminars
3. ACA-ICC High Performance Activities
4. ACA-ICC Funded (or partially funded) Placements

PROCESS

RESPONSIBILITY	TASK	DUE DATE
ACA-ICC	Advise participating Members of event dates	Approximately 3 - 6 months in advance
ACA-ICC	Advise participating Members of due date for airfare quotations to be submitted	Approximately 2 - 3 months before scheduled start of tournament
Participating Members	Participating Members are responsible for obtaining the most economical airfare quotes possible and submitting these to the ACA-ICC Office by the set due date for approval – Refer to Implication One that covers the consequences if the set timeline is not met	By set due date (usually approximately 6 – 8 weeks before the start of the event)
Participating Members	Provide in writing to the ACA-ICC with supporting evidence, that the participating Member has cash flow problems and required up front payment by the ACA-ICC	1 week prior to the airfare quotation due date
Participating Members	Provide in writing to the ACA-ICC if there is any reason that the participating Member will not be able to obtain the quotation by the set due date	1 week prior to the airfare quotation due date
ACA-ICC	Approve (or otherwise) the quotes submitted by participating Members	5 working days after the airfare quotation due date

Process Continued

RESPONSIBILITY	TASK	DUE DATE
Participating Members	Confirm and pay for airfare bookings as per approved quotation details – Refer to Implication Two that covers the consequences if this is not done	
ACA-ICC	Process documentation for re-imbusement to participating Members for flights (less any Participation Fees due)	1 week after the approval of quotes as provided

Implication One

Participating Members are responsible for obtaining the most economical airfare quotes possible and submitting these to the ACA-ICC Office by the set due date for approval

If the flight quotation is not submitted to the ACA-ICC office by the set due date then the following will apply:

DAYS LATE	IMPLICATION
1 to 7 Days Late	The participating Member will contribute 10% of their total flight costs. This 10% will be in addition to any participation fees due
8 + Days Late	The participating Member will contribute 25% of their total flight costs. This 25% will be in addition to any participation fees due

Implication Two

Participating Members to confirm and pay for airfare bookings as per approved quotation details.

If the costs of flights increase due to a delay in booking and/or paying the flight by the Member then the additional cost of such is to be borne by the Member. Regardless of the cost, the ACA-ICC will reimburse the Member as per the quoted and agreed costs.

If, as a result of late bookings and/or payment by the Member, there are additional costs such as accommodation, transport, meals etc. then the Member will be responsible for such expenses.