

<i>Subject:</i>	Proposal to Amend the IPC ERP	<i>Annex No.:</i>	10
<i>Author:</i>	Peter Pfalzgraf, IPC Finance Secretary	<i>Agenda Ref:</i>	6.3.1
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Proposal to amend the IPC Expense Reimbursement Policy

The IPC Finance Working Group proposes the following changes to the ERP:

1. 5. CLAIMANT RESPONSIBILITY

It is the responsibility of claimants to submit their expense claims directly to the IPC Financial Secretary using the PDF form provided on the IPC website. No hand-written forms will be accepted. The receipts may be in original or in scanned digital form. **Each claim must be submitted to arrive at the IPC Finance Secretary within 15 days after the event concerned has ended. No claim reaching the IPC Finance Secretary after the 15th of December of a year will be reimbursed.**

2. TRAVEL COST REIMBURSEMENT

The travel costs to be reimbursed are those incurred in travel to and from the claimant's normal place of residence. Judge and Jury travel will be subject to a maximum reimbursement (excluding visa costs) as follows:

Travel within Home Country 400 €

Travel within a Continental Region ~~600 €~~ 750 €

Travel between Continental Regions 1.800 €

(for this purpose, the four Asian regions will be considered as one Continental Region)

3. Explanations:

- 1: These time limits shall be introduced to make it easier to keep track of the expenses and to provide a valid balance for the following year.
- 2: It has shown during the last year that expenses for travel within the Continental Regions have risen to an extent were claims that are in accordance with the current ERP exceeded the limit.