

Subject:	Proposal to Amend IPC ERP	Annex No. -	11
Author:	Doris Merz-Hunziker, IPC Delegate Switzerland	Agenda ref. -	6.3.1
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In order to clarify the intent and assist in the administration of the Expense Reimbursement Policy and to assist claimants to a better understanding of that intent and administration, it is proposed to add the following to the Expense Reimbursement Policy:

9) Where the travel costs to be claimed are in respect of a journey that is part of a longer more extensive trip, some of which is not connected with IPC business, the lowest cost economy air fare entitled to be claimed may be substantiated by either

- a) an independent travel agent quote made at the time of the actual travel or
- b) the cost of travel for the same journey made by another person connected to IPC or
- c) a quote from an airline website for the air fare for that specific journey

This substantiation in a), b) and c) must be for the identical journey and direction of travel – outbound from the residence of the claimant and return to that residence – using the same dates as the actual travel.

10) The “lowest cost economy airfare” means that air fare that is the lowest non stop non-refundable fare available for the actual dates for the travel undertaken. If a non stop flight is not available, it means the lowest non refundable fare for a flight with the least number of stops, subject to paragraph 6 above. If a ticket receipt is not available, the amount claimed may be substantiated by either

- a) an independent travel agent quote made at the time of the actual travel or
- b) the cost of travel for the same journey made by another person connected to IPC or
- c) a quote from an airline website for the air fare for that specific journey using the same travel dates

This substantiation in a), b) and c) must be for the identical journey and direction of travel – outbound from the residence of the claimant and return to that residence – using the same dates as the actual travel

11) The “lowest cost economy train ticket” may be substantiated by either

- a) the cost of travel for the same journey made by another person connected to IPC or
- b) a quote from a railway company website for the train fare for that specific journey using the same travel dates

Claim	Reimbursement	Justification**
Air Fare	Lowest cost economy air fare – see notes 9 and 10 above	Ticket receipt – see notes 9 and 10 above
Train	Lowest cost economy ticket	Ticket receipt – see note 11 above
Car Rental	Compact category	Final Bill with copy of prior authorisation from IPC Bureau
Private Vehicle used for entire journey	IPC rate (€0.37/km) plus tolls. However the amount paid may not exceed the lowest cost economy air fare and/or train/bus fare, including travel to and from airport/station, for the same journey	Clearly identifiable Google (or other travel planner) printout indicating route, distance and tolls. Clearly identifiable printout(s) from a reputable internet site of lowest fares (air or train/bus and travel to and from airport). No incidental additional costs will be reimbursed i.e. hotel or meals
Travel to and from Airport/Train or Bus Station	Either 1) Cost of Public Transport used or 2) Cost of a taxi (maximum €74 one way) plus tolls or 3) Cost of private vehicle: €0.37/km (maximum €74 one way) plus tolls	Public Transport receipts, Taxi receipt or a clearly identifiable Google (or other travel planner) printout indicating route, distance and toll. Only one out and one return journey will be reimbursed and no car parking (i.e. even if a third party drives the claimant, their return trip will not be

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Visa	All costs connected with obtaining a visa subject to a maximum of €150	Official receipts.

Niederhasli, november 25th 2017 IPC Delegate Switzerland, Doris Merz-Hunziker