

Rules governing the reimbursement of travel expenses incurred by candidates for the election of the Secretary General of OTIF

Preamble

At its 15th session on 28 and 29 September 2021, the General Assembly adopted the Regulation on the election and conditions of service of the Secretary General. In accordance with Article 15 of the Regulation, the travel expenses of each candidate to the venue of the “candidates’ forum” and the General Assembly shall be borne by the Organisation in accordance with the rules set by the Administrative Committee.

The purpose of the following articles is to specify the expenses borne by the Organisation and the conditions and arrangements for reimbursing these expenses.

Article 1 General provision

Candidates for the post of Secretary General who are invited to participate in the candidates’ forum and the General Assembly shall be entitled to reimbursement of their travel expenses and, if necessary, their hotel expenses up to a certain ceiling, subject to the presentation of receipts clearly indicating the price paid, the route taken and the date and time of travel.

Article 2 Means of transport and travel expenses

§ 1 The arrangements for the reimbursement of candidates’ travel expenses to the venue of the candidates’ forum and to the venue of the General Assembly may vary depending on the means of transport chosen and taking into account the duration of the journey, the time difference and other elements that might influence the travel conditions.

§ 2 The following general rules apply depending on the means of transport chosen:

a) Train

The cost of a 1st class ticket will be reimbursed. Where the journey lasts for more than 6 hours between 22.00 and 07.00, the cost of a ticket in a sleeper will be reimbursed.

b) Flight

Reimbursement is based on the price of a ticket in economy class. However, reimbursement may be based on the price of a ticket in business class in the following cases:

- For direct flights lasting more than 7 hours;
- For journeys of more than 15 hours (involving more than one flight, including connecting time);
- For health reasons supported by a medical certificate, which must be attached to the request for reimbursement.

The flight itinerary must be submitted to provide evidence of the flight time or the total travel time.

c) Ship/ferry

The cost of travel by ship/ferry shall be reimbursed only up to a maximum flat rate of the cost of travel by air as defined in paragraph b).

d) Private vehicle

If a private vehicle is used, the rate of CHF 0.70 per kilometre shall be reimbursed. This allowance covers all expenses likely to be incurred, including petrol, parking, road tax discs, motorway tolls, etc.

The Organisation shall not cover the vehicle insurance or civil liability in connection with the use of a private vehicle. Candidates using their personal vehicle shall ensure that their insurance covers the relevant usage with regard to damage to vehicles and civil liability. They may not request compensation from the Organisation for damage caused to their vehicle, vehicle contents or for repairs paid to a third party.

Article 3

Hotel expenses and other expenses

- § 1 The Organisation shall reimburse hotel expenses incurred by candidates up to a maximum of CHF 190 per night when the travel time is equal to or greater than 4 hours and includes hotel accommodation.
- § 2 Other expenses incurred by candidates in connection with their travel to the candidates' forum and the venue of the General Assembly, such as visas, compulsory health tests or vaccinations, shall be reimbursed. Any such request shall be accompanied by documents providing evidence of the amounts actually paid.
- § 3 The Organisation shall not pay travel expenses for accompanying persons.

Article 4
Conditions and arrangements for reimbursement

- § 1 Travel expenses and, if applicable, hotel expenses, shall be reimbursed upon presentation of all supporting documents clearly indicating the price paid and the route taken as well as the date and time of the journey.
- § 2 The Organisation shall prepare the settlement and transfer the amount to the candidate's bank account. The amount shall be paid in Swiss francs, calculated on the basis of the monthly average rates of the Federal Tax Administration.

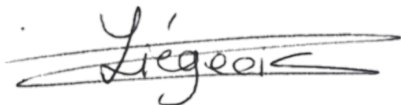
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Article 5
Entry into force

These instructions shall enter into force on 1 June 2023.

Berne, 25 May 2023

The Chair of the Administrative Committee,

A handwritten signature in black ink, appearing to read 'Liégeois', with a horizontal line drawn through it.

Clio Liégeois