

## Reimbursement Policy of Osteosynthesis and Trauma Care Foundation (OTCF Reimbursement Policy)

### 1. Scope of this document

This Reimbursement Policy clarifies, for which activities Per Diems and reimbursements are due by OTCF.

All per diem, travel, expenses and other expenses including other direct costs must comply with the Code of Conduct of OTCF.

This regulation is applicable to all HCPs, each employee, member of the Board of Trustees and OTCF committee members.

### 2. Reimbursable Expenses

#### 2.1 General Principles

In general the OTCF provides the travel tickets and accommodation.

OTCF will reimburse expenses such as lodging, meals and travel expenses (like taxi, bus, train, tolls and parking) if they directly relate to an OTC activity, and correspond to Article 2.2.1 of the OTCF Code of Conduct.

Incidentals such as mini-bar, in-room movies, personal telephone calls, and additional charges for accompanying persons, are to be paid directly by the individual. The OTCF staff is not allowed to use his or her working time to help organize for persons not involved in an OTC activity.

A person involved in an OTC activity signs a contract or a participation agreement to cover these activities exists.

For reimbursement, the standard OTCF form has to be completed and duly signed. Original receipts and supporting documentation specifying the work performed is to be submitted with the invoice.

#### 2.2 Car expenses

OTCF reimburses CHF 0.75 per driven kilometer if the requesting person takes his or her private car for an OTC activity. The requesting person will have to prove the distance he or she takes by a print out of a route calculator.

#### 2.3 Airfare

Persons choosing to organize and pay their own flight bookings will have to inform OTCF prior to booking. In any case only the maximum budget amount stated below will be reimbursed, if the flight dates correspond to the meeting schedule.

Only air travel with total flying time over five (5) hours can be reimbursed in business class. The stopover time is not counted as flying time.

	Tourist Class	Premium economy or Business Class
General maximum rates for two way tickets	CHF 1'200	CHF 6'500

No one can insist on own choice of airline. The option of premium economy class should be taken into consideration.

Flights for Education Fellowships must be tourist class.

2.4 Maximum rates for hotels and meals (in CHF per person per day)

The location of the event and the hotel should be appropriate for, and conducive to, accomplishing the purpose of the meeting.

To enhance the productivity of the meetings, OTCF will occasionally offer modest meals to the participants.

For such accommodations and meals, the following maximum rates are being followed:

Hotel incl. breakfast	Refreshments	Lunch	Dinner
CHF 300.-	CHF 30	CHF 50	CHF 125

**3. Per Diem**

Per Diem is paid by times and materials only for the effective work done and for traveling to qualifying OTC events as specified in the individual "Scope of Work".

No HCP should get more Per Diems than the maximum agreed in their "Scope of Work". If the Per Diem should exceptionally exceed the initial amount, an amendment to the initial "Scope of Work" has to be done.

3.1 No Per Diem is paid for attending formal OTC events (Annual General Assembly, Leadership Forum or Trauma Symposia).

3.2 Per Diems for traveling

Traveling times are paid by the effective time spent travelling up to a maximum of one day for the two way trip.

3.3 Per Diem Rates

These rates are the maximum Per Diem Rates and they must not be higher than the local fair market value in an arm's length for the actual services provided.

a) For Committee Members: CHF 1'000.00.

b) For Committee Chair: CHF 1'500.00.

**4. Final provisions and Applicable legislation**

4.1 It enters into force on January 15<sup>th</sup> 2014 and replaces the previous regulation with immediate effect.



Emanuel Zloczower  
Chairman of Board of Trustees