

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

I. Scope of this document

Art 1 In General

1. This Reimbursement Policy clarifies, for which activities a compensation or a reimbursement is due by OTCF.
2. All compensation, travel expenses and other expenses including other direct costs must comply with the Code of Conduct of OTCF.
3. This regulation applies for all individuals with respect to their roles and responsibilities related to our various programs and activities as well as for the OTC Foundation or for the OTC.

II. Reimbursable Expenses

Art 2 General Principles

1. In general, the OTCF provides the accommodation. On demand, the secretariat can supply the travel arrangements.
2. 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 Art 3 of the OTCF Code of Conduct.
3. 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.
4. A person involved in an OTC activity signs a contract or a participation agreement.
5. For reimbursement, the standard OTCF form shall be completed. Receipts and supporting documentation specifying the work performed is to be submitted with the invoice.
6. The Chairperson of BOT or the President of EB shall decide about occurring conflicts in connection with the below mentioned limits.
7. Should local rules or regulation be stricter than these rules which correspond to Swiss Tax regulations, the local rules prevail for the concerned persons

Art 3 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.

Art 4 Airfare

1. Persons can organize and pay their own flight bookings. The maximum budget amount stated below will be reimbursed, if the flight dates correspond to the meeting schedule.
2. Only air travel with total flying time over six (6) hours can be reimbursed in business class. The stopover time is not counted as flying time.
3. Flights for Education Fellowships must be tourist class.
4. The following general maximum rates for two-way tickets are accepted:
 - a) For Tourist Class: CHF 650.-
 - b) For Premium economy or Business Class: CHF 4'500.-.

In case that the rates cannot be met, the OTC secretariat must be contacted before the booking.

Art 5 Maximum rates for hotels and meals (in CHF per person per day)

1. The location of the event and the hotel should be appropriate for, and conducive to, accomplishing the purpose of the meeting.
2. To enhance the productivity of the meetings, OTCF will occasionally offer modest meals to the participants.
3. For such accommodations and meals, the following maximum rates are being followed:
 - a) Hotel incl. breakfast CHF 300.-
 - b) Lunch CHF 50.-
 - c) Dinner CHF 125.-

III. Compensation

Art 6 General Compensation rules

1. A Compensation 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".

The "Scope of Work" is to be agreed before the planned work starts.
2. No HCP should get more Compensation than the maximum agreed in their "Scope of Work". If the Compensation should exceptionally exceed the initial amount, an amendment to the initial "Scope of Work" has to be done.
3. In general, the following maximum hours shall be allowed:
 - a) For hourly meetings if member is contributing: Double of planned meeting time.
 - b) Max compensation for chairperson: Triple of planned meeting time.
4. In general, only organizational meetings are being compensated. The attendance to the Annual General Assembly and the Leadership Forum do not allow to a compensation.

Art 7 Compensation for Travelling

1. For attending compensated activities, 50% of the traveling times are paid by the effective time spent travelling up to a maximum of 8 hours for the two-way trip.

Art 8 Compensation rates

1. These following rates are the maximum Rates and shall comply with the local fair market value in an arm's length for the actual services provided:
 - a) For Members of a Committee/Taskforce: CHF 150.- per hour
 - b) For Chairs of Committees/Taskforces: CHF 200.- per hour
 - c) For Members of Executive Board: CHF 200.- per hour
 - d) For Members of Board of Trustees (BOT): CHF 200.- per hour

IV. Final provisions and Applicable legislation

1. This Regulation is governed by Swiss law.
2. It replaces the version from January 15th 2014 and enters into force on January 1st 2022

Brussels, November 11th 2021

For the BOT (signed by):

Emanuel Zloczower

For the EB (signed by)

Oliver Trapp Francisco Chana Michael Edwards