

## Per Diem and Reimbursement Policy of Osteosynthesis and Trauma Care Foundation (OTC Reimbursement Policy)

### 1 Scope of this document

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

All Per Diem, Expenses and Other Direct Costs must comply with the Code of Conduct of OTC.

This regulation is applicable to the same persons and entities like stated in the Code of Conduct (hereafter stated as, "OTC representative"). OTC representatives are committing to compliance in both letter and spirit.

### 2 Reimbursable Expenses

#### 2.1 General Principles

OTC 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 OTC 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 OTC staff is not allowed to use his or her working time to help organize for persons not involved in an OTC activity.

A person is involved in an OTC activity if a contract to cover these activities exists.

For reimbursement, the standard OTC Invoice Form has to be completed and duly signed for each activity stated in the scope of work of the contract. Original receipts and supporting documentation specifying the work performed for each day claimed is to be submitted with the invoice.

Purchases by an OTC Representative need to be pre-approved with a purchase order if the expense exceeds CHF 150.-.

#### 2.2 Car expenses

OTC 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 ([www.viamichelin.com](http://www.viamichelin.com), [www.tomtom.com](http://www.tomtom.com) or else).

#### 2.3 Airfare

Persons choosing to organize and pay their own flight bookings will have to inform OTC 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 is able to be reimbursed in business class. The stopover time is not counted as flying time.

Flights for Education Fellowships must be tourist class.

CHF	Tourist Class	Business Class
General maximum rates for two way tickets	1'200.-	8'000.-

2.4 Maximum rates for hotels and meals (in CHF per pax 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, OTC will occasionally offer modest meals to the participants.

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

All amounts are in CHF	Hotel incl. breakfast	Refreshments	Lunch	Dinner
Globally	300.-	30.-	45.-	100.-

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".

Per calendar day no OTC representative should get more than one full Per Diem for his work or for his travel time. Each full day spent working or travelling for OTC counts as one day, which corresponds to 8 hours.

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 Meeting, Leadership Forum or Trauma Symposia). Per Diem is not intended to offset professional work otherwise performed.

3.2 Per Diems for traveling

Traveling times are paid by the effective time spent travelling up to a maximum of:

a) Regional (within EU, North America, Asia):  
maximum one (1) day total for the two way trip.

b) Overseas:  
maximum two (2) days total 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, EXCO and members of Board of Trustees: CHF 1'500.00.

4 **Final provisions and Applicable legislation**

4.1 This Reimbursement Policy is governed by Swiss law.

4.2 It enters into force on February 1<sup>st</sup> 2010 and replaces the previous regulation with immediate effect.

4.3 The exclusive place of jurisdiction shall be Bern.

February 5<sup>th</sup> 2010



Emanuel Zloczower  
Chairman of Board of Trustees



Mel Rosenwasser  
Chairman Executive Committee