



Annex: Fact sheet on compensation for fees and expenses

1. Fees

In the context of the execution of a mandate in Switzerland or abroad, only those hours or days are remunerated that have been effectively worked as provided for in the framework of the Mandate budget and on the basis of corresponding proof of expense:

1.1 Fees in Switzerland

For services provided in Switzerland the hourly rates apply to time effectively worked.

For service travel in Switzerland, a maximum of three working hours per return trip may be invoiced.

1.2 Fees abroad

For services provided abroad, lump-sum daily rates apply (one working day comprises eight hours). Service travel to or between destinations abroad are valid as working time (maximum of eight hours per day).

The following rules apply for return trips:

Departure from place of residence between 12:00 and 24:00 or arrival at place of residence between 00:00 and 12:00	50% of the daily fee
Departure from place of residence between 00:00 and 12:00 or Arrival at place of residence between 12:00 and 24:00	100% of the daily fee

2. Expenses

In the context of the execution of a mandate in Switzerland or abroad, expenses are compensated as follows:

2.1 Expenses in Switzerland

Train ticket	First class on presentation of the relevant receipts. Without receipt: 50% of a second class train ticket. Holders of the general annual season ticket [Generalabonnement] are currently compensated with half the cost (50%) of a second-class train ticket.
Use of private vehicle	The equivalent of 50% of a second-class train ticket. In founded cases, compensation may be paid on a per-kilometre basis if agreed in writing beforehand (CHF 0.70 per kilometre).
Extra travel costs, e.g. for telephone calls or local transport, etc.	On presentation of relevant receipts.
Expenses for accommodation and meals	Expenses for accommodation (maximum amounts with compensation of the actual costs against receipt) and lump sums for meals are offered by the Contractor and negotiated if they exceed FDFA's internal guidelines.
Other costs	Other costs can be reimbursed if they are provided for in the mandate budget and on presentation of relevant receipts.

2.2 Expenses abroad

Purchasing air tickets	Air tickets are in principle to be ordered via the Swiss Government Travel Centre [Bundesreisezentrale] of the Federal Department of Foreign Affairs (www.brz.admin.ch). In exceptional cases contractors may with the prior agreement of the FDFA purchase tickets themselves. In this case, the FDFA reimburses the contractor with the effectively paid cost of the flight (on presentation of a receipt) for the flight from Switzerland or another country to the country of mission and back. If a trip abroad for the FDFA is made in combination with another employer, the costs of the flight are shared on a proportional basis.
Flight classes	Contractors fly in economy class in principle.
Costs for excess luggage	Costs are only reimbursed if they have been agreed beforehand with the FDFA.
Train tickets	First class on presentation of a receipt (most favourable offer)
Additional costs of the trip, e.g. for phone calls, local transport, airport taxes, vaccinations, visa charges	On presentation of relevant receipts As an alternative, a lump-sum for extra costs can be agreed of 2 % of the amount budgeted for expenses incurred abroad, but not more than CHF 1,000 per person.
All other costs for consumer goods, costs for printed matter and photocopies, etc.	On presentation of relevant receipts
Expenses for accommodation and meals	Expenses for accommodation (maximum amounts with compensation of the actual costs against receipt) and lump sums for meals are offered by the Contractor and negotiated if they exceed FDFA's internal guidelines.