FONDATION
BOTNAR

V.1.0, 2023

Travel & Accommodation Guidelines

FOR SERVICE PROVIDERS & CONTRACTORS

FONDATION
BOTNAR

General Information

As a general principle, travel and accommodation expenses incurred for the performance of services for Fondation Botnar will only be reimbursed if the corresponding travel and accommodation needs are explicitly mentioned in the Specification of Services/Work of the corresponding agreement.

Other expenses as well as expenses for travel and accommodation needs which are *not* indicated in the Specification of Services/Work are deemed to be included in the fees and will not be reimbursed.

Exceptions to the guidelines listed below or the coverage of expense types not mentioned there need to be agreed to by the Foundation in writing.

Travel & Transportation

Flights

As a general rule – not only for financial but also environmental reasons – costs for air travel are being reimbursed only for economy class flights.

Extra costs for business/first-class flights or for additional stops or rebooking costs (unless incurred upon instruction by Fondation Botnar) will not be reimbursed.

Rail

If travelling by rail, costs for first class travel are being reimbursed.

Public transport

Public transportation tickets/day passes will be reimbursed.

Professional transportation services

Whenever feasible, public transport should be used. The costs for use of other professional transportation services (e.g. taxis, car rental with driver) will only be reimbursed if this results in a significant time and/or cost savings or the Service Provider/Contractor cannot be reasonably expected to be using public transportation.

If deemed necessary by the Service Provider/Contractor, up to CHF 100.- (or its equivalent) in daily expenses for travel with professional transportation services will be accepted for reimbursement. Daily expenses above this cap are subject to consultation and agreement with Fondation Botnar.

Accommodation / Lodging

Medium-class hotels should generally be chosen for overnight stays.
Accommodation costs (including breakfast) are eligible for reimbursement if they do not exceed the "Room as % of DSA" share of the Daily Subsistence Allowance (DSA) amount for the respective location published by the United Nations' International Civil Service Commission.

FONDATION BOTNAR

For information on the current DSA rates and “Room as % of DSA” shares please refer to the corresponding country-specific data on https://icsc.un.org/.

Any private expenses (e.g. private phone calls, minibar, laundry service) should be deducted from the hotel bill.

Reimbursement of Expenses

All reimbursements for travel and accommodation expenses should be made after the event and presented to Fondation Botnar as part of the regular invoicing.

Only costs that can be substantiated by valid original receipts can be reimbursed. All receipts must state the purpose, date, amount, currency, and any taxes paid. Receipts only need to be submitted to Fondation Botnar upon request.