



ASOIF EXPENSES POLICY (2025)

1 GUIDELINES

The ASOIF Expenses Policy (**Expenses Policy**) document is a framework that covers how the ASOIF Council members, ASOIF staff, contractors and third parties (**Travellers**) can claim and be reimbursed for reasonable and authorised expenses that are incurred while travelling on business for ASOIF.

Expenses can only be claimed for the days whilst working or representing ASOIF (including travel days – see 5 below). Expenses can only be claimed for the Traveller and not for any private guests. Prior approval should be sought before any private guest accompanies the Traveller on a business trip.

ASOIF reserves the right to refuse to pay for any expenses that are not in compliance with the Expenses Policy.

Operational processes are described below.

Annex 1: Summary of expenses

Annex 2: Per diem claim form

Annex 3: Expenses claim form

2 TRAVEL

Costs

- 2.1 ASOIF will cover the travel costs to/from the nearest airport or train station of the permanent residence of the Traveller to the event, or from the ASOIF office if needed. Travel arrangements shall be made by the Office Manager or as agreed between ASOIF and the Traveller. If the Traveller arranges travel/accommodation independently, the cost should not exceed a price range quoted by the Office Manager.
- 2.2 Extra luggage charges are not reimbursed by ASOIF unless agreed in advance.

Travel class

- 2.3 Travellers are generally authorised to travel first class by train, in Switzerland and abroad. In Switzerland, ASOIF staff should generally travel in second class unless the journey is more than ninety (90) minutes.
- 2.4 The ASOIF President, ASOIF Council members and the Executive Director are entitled to travel by plane in business class if the flight(s) duration is more than four (4) hours

(excluding connection time).

- 2.5 ASOIF staff shall travel by plane in economy class unless the flight(s) duration is more than six (6) hours (excluding connection time) where it will be premium economy class if applicable or equivalent (i.e. economy seat with more legroom). If the flight(s) duration is more than ten (10) hours (excluding connection time), the ASOIF staff shall travel in business class. In discretionary circumstances, as approved by the Executive Director, the Traveller may be permitted to travel in business class.

Travel by car

- 2.6 The ASOIF President, ASOIF Council members and the Executive Director are entitled to transfer by taxi or equivalent from/to the airport or train station to/from the destination of the event or meeting. The transfer is paid by ASOIF.
- 2.7 In general, transportation by public transport or plane is preferred. Travellers may travel by car only upon approval by the Executive Director.
- 2.8 Overall costs incurred by the Traveller travelling by car shall not exceed the price quoted for travel by plane or public transport.
- The allowance is CHF 0.83 (or currency equivalent) per kilometre. In principle, parking charges are not specifically reimbursed by ASOIF but are included under the *per diem* allowance outlined below.

Insurance

- 2.9 Travel and accident insurance while attending events outside the Traveller's place of residence shall be provided in accordance with the terms, conditions and exclusions of the insurance.

Visas & inoculations

- 2.10 The costs of travel visas and inoculations are covered by ASOIF if required for attendance at events and meetings.

Frequent flyer programmes

- 2.11 Points/mileage earned on airline mileage or frequent flyer programmes when travelling on behalf of ASOIF may be used for private purposes.

3 ACCOMMODATION

- 3.1 Travellers are required to check out at their departure and to settle any additional expenses (meals, room service, laundry, minibars, phone calls, etc.) at their own expense.
- 3.2 ASOIF will, where possible, make best efforts to arrange early check in and/or late check out where necessary.
- 3.3 Where no early check in/check out is possible, the Traveller is responsible to cover any additional rooming expenses.

4 LATE CHANGES / CANCELLATION

- 4.1 ASOIF should be notified as soon as possible of any late changes to travel plans or cancellations that may result in additional costs or unused reservations.
- 4.2 If the Traveller makes changes to travel plans after booking without good reason, they will be liable for additional costs.

5 PER DIEM

Definition

- 5.1 ASOIF does not pay a *per diem* to the ASOIF President, ASOIF Council members, the Executive Director, consultants or third parties. The ASOIF President, ASOIF Council members, the Executive Director, consultants and third parties should instead claim expenses.
- 5.2 ASOIF pays a per diem allowance to ASOIF staff while travelling. The *per diem* allowance covers any incidentals and minor expenses not covered by the travel reimbursements and accommodation provided as set out herein. Expenses covered by the per diem (non-exhaustive list):
 - Meals not provided
 - Local taxis
 - Phone calls
 - Parking
 - Airport parking
 - Wi-Fi
 - Laundry

Receipts do not need to be provided for expenses covered through the *per diem* allowance.

Calculation

- 5.3 The *per diem* is payable for the day(s) of the official event or meeting plus up to one travel day before and one day afterwards in the case of long-distance travel. For arrival and departure within the official dates, the effective number of days is considered. A *per diem* allowance is not payable for virtual attendance at an event.

Taxes

- 5.4 The *per diem* is subject to social charges and taxes for those domiciled in Switzerland. For those domiciled outside of Switzerland, the individuals are solely responsible for applicable taxes arising in their respective countries of domicile.

6 NON-TRAVEL EXPENSES

- 6.1 There may be occasional expenses necessarily incurred by ASOIF Council members or ASOIF staff while working for ASOIF that are not travel related. For example, it may be appropriate to offer modest hospitality to ASOIF members or stakeholders on a reciprocal basis. Wherever possible, prior approval should be sought before such costs are incurred.

7 EXPENSES THAT ARE NOT COVERED

- 7.1 Expenses that are not reimbursed by ASOIF (non-exhaustive list):
- Expenses incurred in connection with personal business
 - Penalty fares, parking tickets or other fines incurred whilst on ASOIF business
 - Club memberships/travel lounges
 - Stolen articles
 - Expenses of private guests

8 CLAIM PROCEDURE

- 8.1 Claims for *per diems* shall be submitted within thirty (30) days using the form provided in Annex 2. *Per diems* shall be paid by bank transfer only. No cash payments will be made.
- 8.2 Claims for expenses not covered under the *per diem* shall be submitted within thirty (30) days using the form provided in Annex 3.
- 8.3 Claims for *per diems* and expenses always have to be signed off by two persons. No Traveller is permitted to approve their own expenses.
- 8.4 Claims for expenses not provided within the thirty (30)-day deadline shall be considered as waived.
- 8.5 All claims must be:
- Linked to an activity/project previously agreed by the ASOIF Executive Director;
 - Supported by receipts or other relevant evidence (except for costs covered through the *per diem*);
 - Signed as authorised by the ASOIF Executive Director; and
 - Where the ASOIF Executive Director is making a claim the Office Manager must authorise the claim.

9 VALIDITY

- 9.1 This policy is valid as of 27 October 2025 and supersedes all previous versions.

ANNEX 1



SUMMARY OF EXPENSES

	Hotel	Flights	Train	<i>Per diem</i>
ASOIF President	Full board	Economy (If flight(s) duration is less than 4 hours, excluding connection time) Business (If flight(s) duration is more than 4 hours, excluding connection time)	First Class	Not applicable
ASOIF Council Members	Full board	Economy (If flight(s) duration is less than 4 hours, excluding connection time) Business (If flight(s) duration is more than 4 hours, excluding connection time)	First Class	Not applicable
ASOIF Executive Director	Full board	Economy (If flight(s) duration is less than 4 hours, excluding connection time) Business (If flight(s) duration is more than 4 hours, excluding connection time)	First Class	Not applicable
ASOIF Staff	Breakfast	Economy Premium Economy or equivalent, i.e. economy seat with more legroom (If flight(s) duration is more than 6 hours, excluding connection time) Business (If flight(s) duration is more than 10 hours, excluding connection time) In discretionary circumstances, as approved by the Executive Director, the Traveller may be permitted to travel in business class.	Second Class First Class (If journey is more than 90 minutes)	CHF 120

If the Traveller requests or reserves any upgrade to the agreed class of travel and accommodation, it will be at their own cost.

ANNEX 2



ASOIF BUSINESS TRIP Per Diem Request Form

Name	[INSERT NAME]
Job Title	[INSERT TITLE]
Reason for trip	[INSERT REASON]
Trip location	[INSERT LOCATION]
Dates	[INSERT DATES]
Duration	[INSERT NUMBER OF DAYS]
Amount claimed CHF 120 per day	TOTAL CHF

Approved	
Date	[INSERT DATE]

Recipient signature	
Date	[INSERT DATE]

ANNEX 3



ASOIF BUSINESS TRIP Expense Claim Form

Name	[INSERT NAME]		
Job Title	[INSERT TITLE]		
Reason for trip	[INSERT REASON]		
Destination	[INSERT LOCATION]		
Dates	[INSERT DATES]		
Duration	[INSERT NUMBER OF DAYS]		
Amount claimed	Type of expense	Cost (local currency)	Cost in CHF (covert via xe.com)
		TOTAL	
Approved			
Date	[INSERT DATE]		

(To be completed by ASOIF Secretariat)

Recipient signature	
Date	[INSERT DATE]

Supporting receipts to be attached