



swiss agency of
accreditation and
quality assurance

Provisions on the refund of expenses of experts in the context of external quality assurance procedures (Expenses regulation AAQ)

1. Preliminary remarks

- 1.1 Basis for the refund of expenses is Article 7 Paragraph 3 of the Ordinance of the Swiss Accreditation Council on the Fees for Accreditation Procedures and Services on behalf of Third Parties (FeeO-SAC).
- 1.2 Expenses under the terms of these provisions are deemed to be expenses arising in connection with the performance of duties insofar as they are not paid by third parties.
- 1.3 The following expenses will be reimbursed:
 - travel costs;
 - food costs;
 - accommodation costs.
- 1.4 AAQ refunds expenses upon presentation of receipts and together with the remuneration fee.

2. Travel costs

Public transport

- 2.1 In the context of external quality assurance procedures, AAQ prefers the use of public transport.
- 2.2 AAQ asks the experts to use any benefits such as general subscriptions, half-fare subscriptions or rail cards when purchasing tickets.
- 2.3 AAQ will refund the actual costs in the first class. Owners of a general subscription will be paid the equivalent of a half-fare ticket.

Use of motor vehicle

- 2.4 In the case that experts use a motor vehicle, AAQ will refund the cost of a public-transport ticket in the first class.
- 2.5 In cases where there is no public transportation available, the actually driven kilometres may be reimbursed with CHF 0.50 per kilometre. In addition, AAQ will refund the subsequent costs such as long-time parking at the train station or airport.

Use of taxi

- 2.6 Experts must justify the use of a taxi in order for the AAQ to refund the expenses.

Flights

- 2.7 AAQ will refund the cost of flights in the economy class regardless of the destination.
- 2.8 The responsible project manager must give prior approval for flight tickets over CHF 500.00.
- 2.9 The Director of AAQ may approve a higher class if there are compelling reasons to do so.

3. Food costs

- 3.1 AAQ will refund the following lump-sum payments for expenses incurred on the road in Switzerland and abroad:
- CHF 15.00 for breakfast;
 - CHF 30.00 for lunch or for evening meal.
- 3.2 In justified cases, AAQ will refund the actual expenses instead of the lump-sum payment.
- 3.3 AAQ will refund consumables on the basis of receipts.

4. Accommodation costs

- 4.1 AAQ will book accommodation for experts taking part in quality assurance procedures here or abroad. In justified situations, experts may book a room directly.
- 4.2 AAQ will refund the actual cost of staying in a mid-range hotel up to an amount of CHF 200.00 for a hotel room with breakfast in Switzerland; in exceptional circumstances and with justification, this payment may be up to CHF 275.00.
- 4.3 AAQ will refund the usual local costs of a mid-range hotel for a hotel room with breakfast abroad.

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