

## DIS Guidelines for the Reimbursement of Arbitrators Expenses

(Article 34 of 2018 DIS Arbitration Rules and Paragraph 5 of Schedule of Costs (Annex 2))

The DIS requests an initial deposit for anticipated expenses of the arbitrators. The actual expenses incurred will be reimbursed according to the following guidelines.

The arbitrators are required to conduct the arbitration in a cost-efficient manner and to limit the expenses to the amount fixed by the DIS. If an arbitrator incurs higher expenses than the fixed amount, the arbitrator shall inform the DIS immediately.

The request for reimbursement shall be made within the time limit set by the DIS. The DIS cannot reimburse any expenses if the request is not made within that time limit or the expenses exceed the fixed amount.

Expenses of the arbitrators plus statutory VAT will be reimbursed as follows:

### 1. Travel expenses

Travel expenses will be reimbursed upon presentation of the corresponding receipts (originals) and are subject to the following limits:

- Rail travel: The applicable first class train fare.
- Air travel: The airfare equivalent to the applicable business class.
- Travel by private car: The flat rate is 0.40€ per kilometer, capped at the amount to be paid for a first class train ticket for the corresponding route, and all necessary parking charges.
- Travel to/from the airport/train station: The applicable city taxi or airport shuffle will be reimbursed upon actual receipts.

### 2. *Per diem* allowance

The expenses of each arbitrator relating to a meeting/hearing in connection with the arbitration will be reimbursed at a flat rate of 150 € per day.

Any costs incurred for accommodation and travel to the meeting/hearing venue are not included in the per diem allowance.

### 3. Accommodation costs

If an arbitrator is required to use overnight hotel accommodation in the course of an arbitration, the hotel costs will be reimbursed at a flat rate of 200 € per night.

Upon presentation of the respective invoice, a reimbursement of the accommodation costs can be made up to a maximum of 350 €.

### 4. Other expenses

The other expenses incurred in connection with the arbitration (in particular hearing costs, postal and courier charges) will be reimbursed on the basis of the actual costs incurred as presented by the corresponding invoices. Expenses incurred by persons other than the arbitrators may not be reimbursed without the explicit consent of the parties.

The arbitrators shall request reimbursement of expenses and costs of flat rates from the DIS by providing a list of all cost items as well as the corresponding invoices or documentation. The request shall contain the bank details to which the reimbursement amount is to be transferred.

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