



Reimbursement of amounts cancelled due to ICC's request

If private expenditures incurred for annual leave, tickets for concerts, and similar concepts have to be cancelled by staff members due to ICC's working reasons, they will be reimbursed upon:

1. An "Expenses Claim Form" completed, certified by the respective Certifying Officers, indicating the allotment
2. Original invoice/receipt for hotel/flights/other tickets, etc. In the case of electronic tickets, a print-out of it
3. Proof of payment (shown on credit card or bank account statement)
4. Written confirmation that the amount paid is *non-refundable*
-sometimes the ticket is refundable or there are cancellation insurances and claimants can get the full or partial amount back-

Extract of Staff Rule 105.2 (d) below. There is no need that the Registrar or Prosecutor to approve it. Instead, the approval of the supervisor and the certification of the Certifying Officer is enough

Chapter V: ANNUAL AND SPECIAL LEAVE

RULE 105.1 OFFICIAL HOLIDAYS

Official holidays normally numbering ten a year, shall be designated for each duty station. These shall not be charged to annual leave and their timing varies according to local conditions and customs.

RULE 105.2: ANNUAL LEAVE

- (a) Staff members with full pay status shall accrue annual leave at the rate of two and a half working days for each calendar month of service, or any fraction thereof to the nearest half-day.
- (b) Annual leave may be taken in units of days and/or half-days, and only when authorised.
- (c) All arrangements as to leave shall be subject to the exigencies of service, which may require that leave be taken by a staff member during a period designated by the registrar or prosecutor, as appropriate. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.
- (d) In exceptional cases, the Registrar or the Prosecutor, as appropriate, may withdraw approval for a staff member's annual leave prior to its commencement. In cases of emergency, a staff member may be recalled from annual leave by the Registrar or the Prosecutor, as appropriate. The court shall reimburse the staff member for any non-refundable expenses that he or she has incurred by reason of such withdrawal or recall.