![ICSID logo]

INTERNATIONAL CENTRE FOR SETTLEMENT OF INVESTMENT DISPUTES

1818 H STREET, NW | WASHINGTON, DC 20433 | USA
TELEPHONE +1 (202) 458 1534 | FACSIMILE +1 (202) 522 2615
WWW.WORLDBANK.ORG/ICSID

# GENERAL INSTRUCTIONS TO COMPLETE THE ICSID CLAIM FOR FEES AND EXPENSES FORM

Members of Commissions, Tribunals, *ad hoc* Committees and Fact-Finding Committees and Mediators in ICSID Proceedings ("Members") are entitled to receive fees, *per diem* allowances and reimbursement for expenses reasonably incurred within the limits set forth in the applicable Administrative and Financial Regulations and as described in the Memorandum on Fees and Expenses in ICSID Proceedings.

Members must submit claims for fees and expenses regularly, and at least on a quarterly basis. They must do so by completing ICSID's Claim for Fees and Expenses form ("Claim form") and submitting it to the ICSID Secretariat by email to icsidpayments@worldbank.org. The Claim form can be accessed from the ICSID website here.[1]

This document provides general instructions on how to complete the Claim form.

USING ADOBE ACROBAT FILLABLE FORMS

The ICSID Claim form was created in Adobe Acrobat. To complete it you will need Adobe Acrobat Reader DC, which can be downloaded at no cost from https://get.adobe.com/reader/. Once you have downloaded Adobe Acrobat Reader DC, you will need to enable Acrobat JavaScript. Launch Adobe Acrobat DC, click on Edit and then on Preferences. Click on JavaScript, check the box next to "Enable Acrobat JavaScript" and then click OK.

---
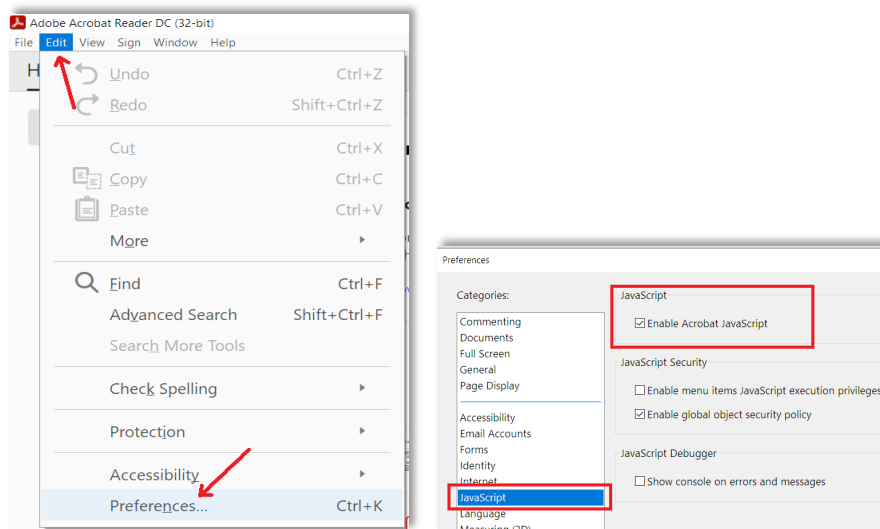
[1] Claims for work performed and expenses incurred prior to July 1, 2022, must be submitted using the previous version of the Claim form, which can be accessed here.

PDF documents, including forms, will often open directly in web browsers. Some browsers may not allow you to properly launch or complete forms. You can change your browser settings so that PDF documents, including forms, open in Adobe Acrobat instead. Below you will find guidance on how to do this in various browsers.

Chrome	Safari	Firefox
Launch Chrome	Launch Safari	Type about:config in the address bar and click Enter
Type chrome://settings/content in the address bar	Click on Safari > Preferences	Click "Yes" to indicate your understanding that this may break Firefox
Find "PDF Documents" and click on the arrow to the right	Click on Security	Search for "pdfjs"
Click the white button at the right. The button will change to blue.	Click on Website Settings next to Internet plug-ins.	Double click on "pdfjs. Disabled" to change it from "False" to "True"
	Select Adobe Reader on the list of plug-ins.	
	Under "When Visiting Other Websites", select "Allow Always" and click on Done.	

CLAIM FORM GENERAL INFORMATION

Form of engagement (individual or firm): indicate by checking the appropriate box whether you are registered with ICSID as an individual or through a professional firm to receive payments in connection with ICSID proceedings.

Name: enter your first and last name (i.e., the name of the Member submitting the Claim). You must enter your name even if you are registered through a firm.

Firm Name (if applicable): if you are registered with ICSID through a professional firm for payment purposes, enter the name of the firm. Leave the field blank if you are registered as an individual.

Case Name and ICSID Case Number: enter the name of the case (the name may be abbreviated), the proceeding (e.g., original, annulment, rectification) and the ICSID case number.

Period covered by this claim: enter the start and end dates of the period the Claim covers.

SECTION I: FEES

(1) Fees for each hour of work performed in connection with the proceeding.

Members receive a fee of US$500 for each hour of work performed in connection with the proceeding. The fee rate is pre-populated. Enter the number of hours of work performed. Do not include hours spent in hearings, sessions or meetings. The total will be calculated automatically.

A detailed, itemized breakdown of work performed must be attached to the form.

(2) Fees for each hour spent participating in hearings, sessions or meetings.

Members receive a fee of US$500 for each hour spent participating in hearings, sessions or meetings in connection with the proceeding. This fee is pre-populated in the form. Enter the number of hours. The total will be calculated automatically.

(3) Fees for each hour spent traveling to and from the location of the hearing, session or meeting (if hearing, session or meeting was held away from city of residence).

Members are entitled to receive a fee of US$250 for each hour spent traveling to participate in hearings, sessions or meetings held away from their city of residence. Members may charge for work performed during travel at the rate for work (US$500). These rates are pre-populated in the form.

- Enter the hours at the rate of US$250 if no work was performed during travel.

- Enter the hours at the rate of US$500 in lieu of the travel rate (US$250) for hours where work was performed during travel.

The form will automatically calculate the total of Section I by adding all the amounts entered in the sub-sections referenced above.

Section I: Fees

(1) Fees for each hour of work performed in connection with the proceeding (excluding hours in (2) below). Attach a detailed itemized breakdown of the work performed.

Number of Hours		Hourly Rate		Total	
	15.00	US$	500.00	US$	7,500.00

(2) Fees for each hour spent participating in hearings, sessions or meetings.

Dates of Meetings July 11 - July 15, 2022

Number of Hours		Hourly Rate		Total	
	40.00	US$	500.00	US$	20,000.00

(3) Fees for each hour spent traveling to and from the location of the hearing, session or meeting (if hearing, session or meeting was held away from city of residence).

		Hourly Rate		Total	
(a) Number of Hours (no work performed during travel)	4.00	US$	250.00	US$	1,000.00
(b) Number of Hours (work performed during travel)	2.00	US$	500.00	US$	1,000.00
				Total Section I US$	29,500.00

SECTION II: ITINERARY AND TRANSPORTATION EXPENSES

Members are authorized to travel at one class above economy class to attend hearings, sessions or meetings held away from their city of residence. Reimbursement will be made based on actual expenses incurred. Receipts and the passenger copy of the transport ticket or electronic boarding pass must be submitted with the Claim form.

All travel arrangements must be made in the most economic manner possible—you will be prompted to confirm so when completing the Claim form. Arrangements should also minimize the environmental impact of the travel to the extent possible.

- Enter the itinerary for travel to and from the hearing, session or meeting. Include the departure and arrival city(ies) in the first column, followed by the arrival and departure dates for each city in the second column.

- Enter the expense and the currency in which it was incurred. Enter the US$ exchange rate applicable on the date the ticket was purchased (enter 1 if the expense was in US$).[2] The US$ equivalent will be calculated automatically.

The form will automatically calculate the total of Section II.

Section II: Itinerary and Transportation Expenses

Please submit all travel receipts and proof of travel for items listed in this section.

City	Arrival Date	Departure Date	Cost	Currency	Exchange Rate	Amount in US$
	Month Day Year	Month Day Year			(currency/US$)	
Geneva		July 10, 2022				0.00
Paris	July 10, 2022	July 16, 2022	500.00	EUR	1.0224	511.20
Geneva	July 16, 2022					0.00
						0.00
						0.00
						0.00
						0.00
				Total Section II	US$	511.20

SECTION III: *PER DIEM* AND OTHER EXPENSES

When traveling in connection with a proceeding, Members are entitled to receive *per diem* allowances of US$900 when overnight lodging is required and US$200 when overnight lodging is not required. The US$200 allowance applies to day trips not requiting lodging.

The allowance covers all personal expenses, including lodging and tax on lodging (when overnight lodging is required), service charges, meals, gratuities, in-city transportation (by taxi or other means), laundry, personal communications, and internet.

(1) *Per diem*

(a) Enter the number of days which required overnight lodging. The US$900 allowance rate is pre-populated. The total will calculate automatically after you enter the number of days.

---

[2] Market exchange rates are available online from a variety of commercial websites. Examples of such websites include www.oanda.com and www.x-rates.com. These websites are provided as examples. ICSID does not endorse or in any way recognize them officially. Alternatively, you may contact the ICSID Finance Team at icsidpayments@worldbank.org for the appropriate exchange rates to use.

(b) Enter the number of days not requiring overnight lodging, including day trips and the departure day. The US$200 allowance rate is pre-populated. The total will calculate automatically after you enter the number of days.

Example A: The hearing, session or meeting was held in Washington, DC from July 11 to July 15, 2022. The Member's city of residence is Paris. The Member arrives in Washington, DC on July 10 and returns to Paris on July 16. The Member requires lodging from July 10 to July 15 (six nights).

Section III: *Per Diem* and Other Expenses						
(1) *Per Diem*						
(a) Number of days requiring overnight lodging	6	*Per Diem* Rate US$	900.00	Total US$	5,400.00	
(b) Number of days not requiring overnight lodging (e.g., day trips one-day hearings, departure day)	1	*Per Diem* Rate US$	200.00	Total US$	200.00	
				Total *Per Diem* (1a)+(1b) US$	5,600.00	

Example B: The hearing, session or meeting was held in Washington, DC from July 11 to July 15, 2022. The Member's city of residence is Washington, DC. The Member does not require overnight lodging but is entitled to 5 days of per diem *at the rate of $200 per day.*

Section III: *Per Diem* and Other Expenses						
(1) *Per Diem*						
(a) Number of days requiring overnight lodging		*Per Diem* Rate US$	900.00	Total US$	0.00	
(b) Number of days not requiring overnight lodging (e.g., day trips one-day hearings, departure day)	5	*Per Diem* Rate US$	200.00	Total US$	1,000.00	
				Total *Per Diem* (1a)+(1b) US$	1,000.00	

(2) In and Out Transportation and Other Expenses

Members may claim reimbursement for the costs of taxis to and from the points of departure and arrival (i.e., to and from the airport), both at the city of residence and the city where the hearing, session or meeting was held.

(a) Transportation to and from points of departure and arrival

Enter charges related to transportation to and from terminals, including taxis, porterage, airport taxes, and other incidental expenses. Costs incurred should be itemized and must be supported by receipts when submitting the Claim form.

Members are also entitled to receive reimbursement for expenses reasonably incurred for the sole purpose of the proceeding.

(b) Other expenses

Enter other charges incurred in connection with the proceeding, such as courier, shredding of case-related documents, photocopying, and internet access.

Provide an explanation for items listed in sections (2)(a) and (b) above which may not be self-explanatory. Receipts for all items must be submitted with the Claim form.

SECTION IV: SUMMARY

This section provides the totals of Sections I, II and III and the sum of the three sections, which is the total amount being claimed. The totals are auto populated and the sum of the totals is automatically calculated.

Claims forms must be signed by the Member and must be dated. By signing the Claim form, the Member certifies that the completed form reflects the time and expenses incurred in connection with the proceeding and that the Member has not received and will not claim reimbursement from any other source.

Claims are paid by wire transfer to the Member's bank account on record with ICSID.[3] If your bank account details have changed, please contact the ICSID Finance Team by email to icsidpayments@worldbank.org before submitting a claim.

For questions or further guidance on completing the ICSID Fees and Expenses Claim form, please contact the ICSID Finance Team by email to: icsidpayments@worldbank.org.

---

[3] If the Member is registered with ICSID through a professional firm (as opposed to as an individual), payments will be made to the firm.