

5th edition, May 2008

Translation

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Revenue securing in international passenger traffic for application in the fields: passengers, IT department, internal audits, finance and all other fields concerned

Sécurisation des recettes dans le transport international de voyageurs pour l'application dans les domaines : voyageurs, informatique, audit interne, finances et tous autres domaines concernés

Einnahmensicherung im internationalen Personenverkehr zur Anwendung in den Bereichen: Personenverkehr, Informatik, Interne Revision, Finanzen und allen weiteren betroffenen Organisationseinheiten



UNION INTERNATIONALE DES CHEMINS DE FER
INTERNATIONALER EISENBAHNVERBAND
INTERNATIONAL UNION OF RAILWAYS

Leaflet to be classified in Volume:

III - Finance, Accountancy, Costs, Statistics

Application:

With effect from 1 May 2008

All members of the International Union of Railways

Record of updates

1st edition, January 1953	First issue, under the title: "Maximum guarantees so far as passenger tickets are concerned"
3rd edition, July 1975	with 7 Amendments.
4th edition, April 2001	Update of point 2.3.5 and introduction of a new appendix (RCF1 - 1999). Old appendix transferred to the PIV (RCF1 - May 2000).
5th edition, May 2008	Overhaul of the leaflet taking into account the development of the world-wide distribution and technologies.

The person responsible for this leaflet is named in the UIC Code

Contents

Summary	1
1 - Purpose.....	2
2 - Introduction	3
3 - Fraud prevention.....	4
3.1 - Provisions relating to travel documents	4
3.2 - Provisions relating to the tasks of RUs	5
4 - Possible types of fraud and prevention methods.....	7
4.1 - Possible types of fraud	7
4.2 - Measures to be taken	7
4.3 - Resources and information available to staff.....	7
5 - After-sales services	8
6 - Revenue accounting	9
7 - Internal inspections	10
8 - Risk analysis	11
Appendix A - Offices responsible for dealing with cases of fraud	12
Appendix B - Examples of replacement and fall back travel document.....	13
Glossary	14
List of abbreviations	15
Bibliography	16

Summary

The purpose of *UIC Leaflet 361* is to secure revenue from international passenger traffic by reducing the risk of fraud, both internal and external.

It aims to protect all RUs and passengers from illicit and illegal practices in connection with the use of travel documents.

The provisions of the leaflet apply to all RUs, to the Eurail Group GIE and all associated business partners, irrespective of their place of business, and cover all products sold through all distribution channels.

The leaflet applies mandatorily to all service centres, divisions and company sectors dealing with the organisation of distribution channels, the purchase, printing and distribution of travel documents and their storage, sales, inspection on trains, after-sales services, accounting, revenue accounting, internal audits and IT departments.

1 - Purpose

The purpose of *UIC Leaflet 361* is to secure revenue and counteract the risk of fraud arising in connection with international passenger traffic for all partners involved. The leaflet applies to all service centres, divisions and company sectors dealing with the organisation of distribution channels, the introduction of products, offers, distribution partners and contractual relationships, the purchase, printing and distribution of travel documents (see Glossary - page 14) and their storage, sale, inspection on trains, after-sales services, accounting, revenue accounting, internal inspections and, where appropriate, IT departments. Technical developments are to be taken into account in all these areas.

The objective of the leaflet is to protect all participating RUs (see List of abbreviations - page 15) and passengers from illicit and illegal practices in connection with travel documents. These illegal practices include:

- unauthorised production,
- counterfeiting,
- forgery,
- misuse of travel documents and revenue,
- unauthorised distribution,
- other fraudulent practices involving travel documents.

The provisions laid down in the present leaflet are obligatory for international traffic and recommendatory for national traffic. If travel documents are used for international traffic as well as national traffic (including urban transport networks) and services provided by third parties, the leaflet is obligatory.

The provisions of this leaflet apply to all RUs, Eurail Group GIE and all associated business partners, irrespective of their place of business, and all products sold by all distribution channels.

These provisions relate to RUs in particular. They stand in addition to existing EU law and/or national legislation (commercial, taxation and criminal law).

It is incumbent on RUs to take all the necessary measures in respect of their customers and member of staff to prevent fraud and respect the conditions governing the issue and use of travel documents.

The leaflet sets out a number of obligatory measures and proposes solutions for existing problems wherever possible.

The present version of the leaflet was produced by the UIC Audit Team OCDIV in conjunction with the CIT, COLPOFER and UIC WG RCF1 (see List of abbreviations - page 15).

2 - Introduction

All travel document pre-prints used in international passenger traffic constitute the physical representation of the international contract of carriage. For this reason they must be accorded particular attention and are to be treated as security paper from the production stage onwards. Special provisions apply to the printing of travel documents on home printers (IRTHP - International Railway Ticket Home Printing - see List of abbreviations - [page 15](#)).

The provisions laid down in the GTT-CIV ([see List of abbreviations - page 15](#)) and the *UIC Leaflets 106, 108-1, 108-2, 130, 301, 918-0 to 918-3, 914 and 920* ([see Bibliography - page 16](#)), are to be respected.

RUs must strictly adhere to the security provisions set out by UIC and the CIT, in particular with regard to the distribution of the content of these documents.

If these documents (printing plates, models, etc.) are provided to authorised third parties (e.g. printers) for calls for tender or in fulfilment of contracts, a confidentiality clause must be included in the contract referring to the provisions of *UIC Leaflet 361*.

Compliance with these provisions is verified by the UIC Audit Team.