

Business expenses for Early Career Fellows

Financial Support Application needs to be submitted and approved first

All Early Career Fellows who spend money on behalf of the Collegium must obtain the prior approval of Mario Wimmer by submitting financial support application. Please consider the following information when business expenses arise (e.g. organizing a business trip) and note the regulations on professional expenses.

If you have any further questions, please don't hesitate to contact Administration (admin@collegium.ethz.ch).

Legal bases of restitution (links need a corresponding authentication with the nethz-password)

- [Finance regulation of the ETHZ, Art. 41](#)
- [Regulation of the ETHZ about occupational expenses](#)
- [Compliance Guide of the ETH](#)
- [Website traveling constitution*](#)

Accounting of Business expenses is handled on ETHIS

Accounting of business expenses and development of the corporate business credit card transactions occur over ETHIS. In ETHIS the electronic approval process of all expense requests must be addressed to the Budget Assistant Edona Idrizi or Mario Wimmer (Deputy Budget responsible).

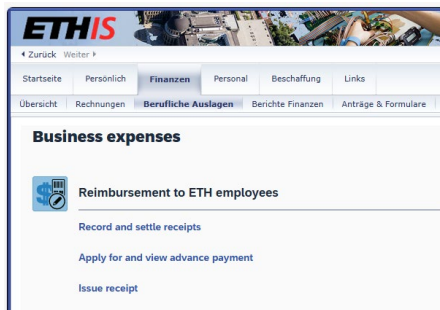
All Early Career Fellows have the corresponding authorization to handle expenses in ETHIS (needs an authentication with nethz-password)

Record and settle receipts /approval process:

This page allows you to enter receipts for reimbursement or assign Corporate Credit Card items to accounts.

You can set up the request as soon as you have entered the selected items, e.g. “*record and settle receipts*” than via “*new item*” start the reimbursement process.

Questions/further information: ETHIS Ticketsystem, see in the menu under *Links* «*Support enquiry*» or “*ETHIS Help*” (e.g. Instructions for the accounting)



In case you need assistance, please entitle the administrative support as a delegate in ETHIS, so that she/he can accompany the accounting process in ETHIS when required.

Receipts (PDF)/supporting documents (PDF) when applying for business expenses/asking for reimbursement¹

- Business expenses must be accompanied by documents (receipts) justifying the business case²
- In case you are attending a meeting/conference the invitation or program overview needs to be attached.
- Mandatory attachment of flight confirmation
- The preferred payment method for flight is the AirPlus Company Account and for train journeys (via SBB ETH business account)
- If you have business expenses from a private credit card e.g. for accommodation, add a private credit card charge statement
- Entertainment expenses (Art. 15 Regulation of the ETH about occupational expenses) may be incurred only by budget officers. Restraint is always to be exercised in such type of expenses. The costs incurred must be in the interests of ETH Zurich. The charging is recorded in the intended process and must contain the following information.
 - Purpose of the event, description of the group/party and the number of internal and external attendees
 - Date and location of the event or Nature and reason of the gift

Means of Payment Air Plus, the preferred ETH payment method for flight



Every business trip begins by booking the relevant means of travel. It is easy to pay for your flight using the AirPlus Company Account. Simply submit your account number and expiry date, just as you would for your credit card. The cost will then be debited to the monthly ETH account statement and no private money must be spent or needs to be reimbursed. AirPlus Company Accounts are impersonal, issued by organizational unit (Professorship, Institute, Administrative Department etc.)

Airplus account number: please contact admin@collegium.ethz.ch
Expiration date: please contact admin@collegium.ethz.ch
Firm ETH Zürich, Collegium Helveticum

AirPlus Company Account: [AirPlus – Staffnet | ETH Zurich](#)

¹ More information on [Regulation of the ETHZ about occupational expenses](#) Art. 2, Abs. 1

² According to internal audit of the ETH advice

Means of Payment Corporate ETH Credit Card Viseca



Usage – only in consultation with Edona Idrizi.

Train (Switzerland and Abroad)

For general information see link: [Travel – Staffnet | ETH Zurich](#)

The following points are preparations for purchasing tickets. They only need to be done once at the beginning.

1. create a [SwissPass](#) account first by clicking on "Sign In" and selecting "Register now" (this needs personal ID-card/Passport)
2. order your [Half-Fare travelcard](#) (free of charge) or [your GA Rabatt Coupons](#) (discount voucher) via the [travel department of ETHZ](#)
3. sign up for an [SBB business account using your SwissPass login](#).
 - a. Log in on the [business SBB website](#) using your SwissPass login
 - b. Go to the following [page](#) and click on "Register now"
 - i. Contract number: ETH0001
 - ii. Cost center: Schulleitung Collegium Helveticum
 - iii. After Edona Idrizi confirmed your registration, you can choose at every SBB purchase, if the ticket should be paid with the ETH business account or privately. For business trips, the payment is made via the ETH AirPlus Company Account of the Collegium Helveticum. This account is already registered as the means of payment. So no private money of the employee must be spent or reimbursed.

Procedure for employees who already have a valid private SBB Half-Fare travelcard and would like to order an ETH SBB Half-Fare Travelcard:

- The ETH employee orders the Half-Fare Card via the [ETH travel website](#). The ETH employee will then have two Half-Fare Cards on their Swiss Pass account (the private one and the ETH Half-Fare Card).
- They should then call SBB (tel. no. 0848 44 66 88) to cancel the private Half-Fare Card and arrange for a partial refund.

Procedure for employees who would like to order the SBB annual travel ticket (GA) voucher:

- See instructions [Order annual travel ticket \(GA\) voucher – Staffnet | ETH Zurich](#)

How to buy a train ticket

Generally, 2nd class tickets for rail travel within Switzerland and abroad.

- Use [this link](#) to buy your ticket
- You can buy a ticket using the ETH0001 user role via the [standard SBB website](#)
 - o However, you then need to change your user role (from the private account to the ETH0001) by clicking on your account
- ➔ it's easier to go directly via [the SBB Business website](#)

For a step-by-step guide, take a look at [the factsheet "How to do business expenses essentials"](#)

Flight booking

- Restitution only for costs in the Economy-Class
- As a paying method applicable for all flight reservations: AirPlus Company Account (choose AirPlus/UATP as payment method; can also be used abroad); more than 240 airlines accept AirPlus on their online gateway boundless.
- We recommend booking the flight via the airline directly (as a rule most favorably, as early as possible). And to use travel planners (booking.com or opodo, checkfelix) only to find a suitable flight option as they usually do not accept AirPlus as means of payment.
- Booking via ETH Travel agency Kuster Reisen: [Air / int. Rail and Bus Travel – Staffnet | ETH Zurich](#) is also possible.
- Online-booking charges ETH Travel agency Kuster: CHF 40 per ticket (needs an individual registration) and CHF 80 for booking by Telephone or E-Mail.
- Additional people who are not in a business context with the Collegium cannot be booked over the online booking platform
- [Further information](#)

Travel Decision Tools

Hotel / Lodging costs

- Lump sums for overnight stays in private accommodation: guest gift for max. CHF 80.-, regardless of the length of stay (receipt required)
- Middle class hotels abroad (higher category is possible, if the hotel is the event venue of the conference)
- [Further information](#)

Food Expenses

- Catering flat rates on business travels:
- Breakfast: CHF 10.- (if it is not already included in the accommodation)
- Lunch and dinner each: CHF 27.50
- Breakfast and dinner only during overnight stays
- Gratuity (Switzerland) – e.g. in connection with a speaker's dinner at a Restaurant: Tips are usually included in Swiss restaurants. However, it is customary to round up, which can be done using your ETH budget. If the consumption total is under CHF 100.00 a gratuity of 7% is appropriate; in case the consumption total exceeds CHF 100.00 a gratuity of up to 5% is suitable. Any additional amounts are to be paid privately.

Rental Car

Further information: Rental cars: If possible, choose an Europcar

Choose Europcar over private vehicle

The Collegium is in possession of an Europcar-card for business trips reservation occurs online, or by phone, pickup card from Edona Idrizi.

Europcar-Station at the ETH H nggerberg and at the ETH-Zentrum

	Eurocar	Private Vehicle
Process	Booking online or with a telephone with a Eurocar-card - The budget officer orders the Eurocar card and allocates a fund to be debited via ETHIS. - Electronic process: rental costs are automatically charged to the selected funds, no additional signature on an invoice is required.	You must obtain the prior consent of the budget officer for the purchase. In the event of a damage claim, the budget officer must confirm that it was a business trip
Insurance	Comprehensive insurance for rentals within Switzerland. Varies from country to country abroad.	Comprehensive insurance with an excess of max. 500 CHF

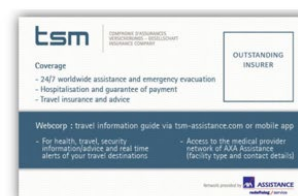
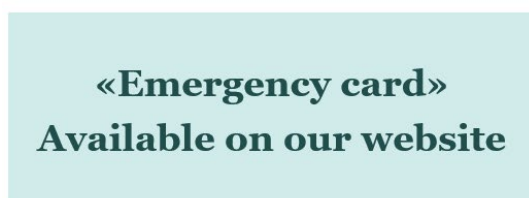
Private extension Business Travel

You can find all information here: [Air / int. Rail and Bus Travel – Staffnet | ETH Zurich](#)

Insurance

see [Travel insurance – Staffnet | ETH Zurich](#)

- During their professional activities abroad, staff members of the ETH Zurich (including lecturers; without students and guests) are fully insured against the consequences of accident and illness.
- Integrated cancellation insurance
- travel insurance cover (in this example for staff) is only available if:
- employees have an employment contract with ETH Zurich that is valid for the duration of the trip (remuneration via ETH Zurich)
- health and accident insurance exists. If personal insurance exists abroad, the VPFC staff must be consulted as to whether this is also accepted by the business travel insurance
- You don't have to apply for the travel insurance it is automatically active if you have a work contract with the ETH and an active health and accident insurance
- Business travel insurance is subsidiary. It only applies if other service providers (e.g. airlines, hotels or accident insurers) do not pay.
- Preparation for business travel: Take along the leaflet with emergency numbers!
- More information



Additional insurance benefits:



AirPlus
INTERNATIONAL

KUNDENINFORMATION

Kollektive Reise- und Flugunfallversicherung für Business Card und Corporate Card von Viseca

Max. CHF 500 000.– (Gold) bzw. CHF 300 000.– (Classic/Silber) bei Tod und Invalidität
Max. CHF 60 000.– für Bergungs-, Such- und Rückführungskosten.

[More Information](#)

Transport Accident Insurance
With this insurance the traveler benefits from even more comprehensive insurance coverage while in the means of transportation. Please note: With AirPlus, coverage also applies to cardholders during business **travel with their own company car**.

> Death	400,000 EUR
> Disability	400,000 EUR
> Full disability (> 70%)	600,000 EUR

Additional Benefits due to Accident

> Return Transport and Repatriation Costs (if due to the accident, medically reasonable and prescribed by a physician)	100,000 EUR
> Rescue costs	25,000 EUR