

Factsheet payments, reimbursements, and fees

This factsheet provides information on the different payment methods for speakers and guests at your event at the Collegium. This will help you complete the budget template, where you need to include any fees or reimbursements.

There are three different types of payments:

Payment order (if there is no invoice and for charges of non-ETH-employees)	Guest speaker form	Invoice for services performed on behalf of ETH Zurich
<p>If a supplier invoice from a company is missing, this form is used. The beneficiary (private individual) receives a reimbursement for expenses related to the fellow event (e.g., public transportation). The beneficiary needs to make sure that the form is accompanied by documents/receipts (in pdf format) justifying the expenses.</p>	<p>For guest speaker payments, in the rare case that an honorarium is paid:</p> <p>The beneficiary receives an honorarium for a talk or presentation given during the event. We generally do not offer fees to speakers with fixed positions at universities or similar educational institutions. Honorariums are typically only provided to independent artists or scholars.</p> <p>All honorariums must be approved by Mario Wimmer.</p>	<p>This form is used to pay private individuals for services rendered. The beneficiary receives payment for services related to the event (e.g., translation services provided by private individuals). If the person is self-employed, proof of their self-employed status from the compensation office must be submitted with the form.</p>

These three forms are only applicable for services provided by private individuals not for services provided by a company or institution.

The Events Office provides the speakers with the necessary instructions and appropriate forms.

All documents (pdf) must be sent to eventoffice@collegium.ethz.ch no later than four weeks after the event. Understand that ETH can only process fully completed forms.

Billing for supplier invoice

If a company provides a professional service for the event, they must email the supplier invoice (pdf) directly to eventoffice@collegium.ethz.ch, made out to the following billing address:

Collegium Helveticum
Event Office
Schmelzbergstrasse 25
8092 Zurich

