Travel Reimbursements

There are just a few simple rules to remember, feel free to ask me whenever in doubt.

First of all – each travel has to be approved (in advance) by Ryan, otherwise, I will not be able to process the reimbursement.

As a general rule, the reimbursement of travel expenses is to be claimed AFTER the respective travel. Exception: Conference registration fees.

(If you have any financial issues, should you need the reimbursement to be processed quicker, do not hesitate contact to me, I can speed it all up.)

Hotel: Please upload only proper hotel invoices – no booking confirmations nor any third-party receipts.

Flights: Please upload a proper receipt as well as the boarding pass.

Meals: The meals will not be reimbursed. We pay for a lot of people who ordinarily most groups wouldn't pay for, e.g., MSc students and PhD students without papers at that conference. The budget is also finite. What does this mean? It means to ensure that everyone can go, you need to economize. We had a lab meeting in April 2022 when we agreed, in general, that food would not be reimbursed for this reason.

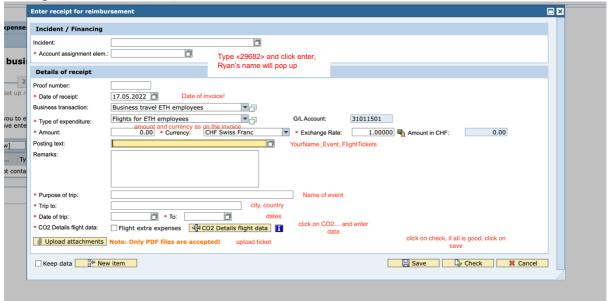
In specific cases Ryan might agree to cover the cost of your meals which are NOT provided by the hotel or event organizer. Please be honest here;) The allowance for breakfast is 10 CHF, for main meals 27.50 CHF. Make sure to pre-inform me if he agrees to cover these costs.

HOW TO:

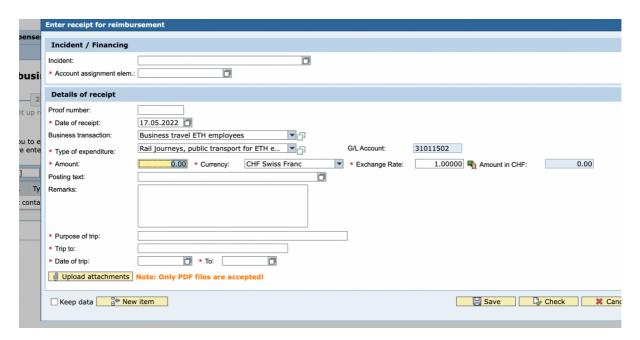
ETHIS -> Finanzen -> Business expenses -> Record and settle receipts -> New Item



For flight tickets:



For train tickets the type of expenditure is different:

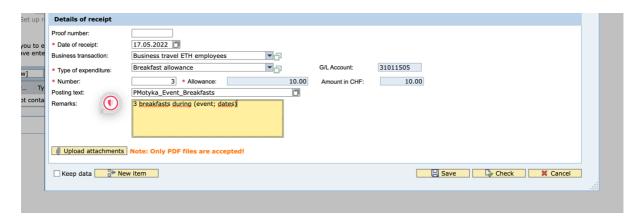


Please note that only "Halbtax-Tickets" can be reimbursed (in Switzerland of course) as we all can get this fare for free.

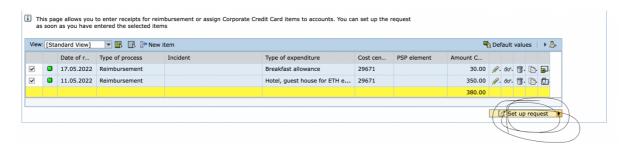
Expenditure type for hotel invoices: "Hotel, guest house for ETH employees"

For conference fees: "Seminar and conference costs for ETH employees"

For meals: "Breakfast allowance" and/or "Main meal allowance":



You will then see a list of different items, check if they are marked green and "set up request":



Ideally, you should see a drop-down menu for approvers, whenever possible, choose my name (Patrizia Napoli), confirm, and send:

