

## 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

The screenshot shows a web application interface for settling business expenses. At the top, it says 'Person incurring expenses Paulina Agata Piotrowska-Motyka' and 'YOUR NAME'. Below this is a progress bar with three steps: 1. Entering (highlighted), 2. Set up request, and 3. Confirmation. A message states: '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'. Below the message is a 'View: [Standard View]' dropdown and a 'New Item' button. A table with columns 'Date of r...', 'Type of process', 'Enter new cash expense item', 'Type of expenditure', 'Cost cen...', 'PSP element', and 'Amount C...' is shown, with a note 'The table does not contain any data'. At the bottom right, there is a 'Set up request' button.

For flight tickets:

**Enter receipt for reimbursement**

**Incident / Financing**

Incident:

\* Account assignment elem.:

**Details of receipt**

Proof number:

\* Date of receipt: 17.05.2022 Date of invoice!

Business transaction: Business travel ETH employees

\* Type of expenditure: Flights for ETH employees

\* Amount: 0.00 amount and currency as on the invoice \* Currency: CHF Swiss Franc \* Exchange Rate: 1.00000 Amount in CHF: 0.00

G/L Account: 31011501

Posting text:

Remarks:

\* Purpose of trip:

\* Trip to:  city, country Name of event:

\* Date of trip:  \* To:  dates

\* CO2 Details flight data: ☐ Flight extra expenses ☒ CO2 Details flight data click on CO2... and enter data

Note: Only PDF files are accepted!

☐ Keep data

For train tickets the type of expenditure is different:

**Enter receipt for reimbursement**

**Incident / Financing**

Incident:

\* Account assignment elem.:

**Details of receipt**

Proof number:

\* Date of receipt: 17.05.2022

Business transaction: Business travel ETH employees

\* Type of expenditure: Rail journeys, public transport for ETH e...

\* Amount: 0.00 \* Currency: CHF Swiss Franc \* Exchange Rate: 1.00000 Amount in CHF: 0.00

G/L Account: 31011502

Posting text:

Remarks:

\* Purpose of trip:

\* Trip to:

\* Date of trip:  \* To:

Note: Only PDF files are accepted!

☐ Keep data

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”:

**Details of receipt**

Proof number:

\* Date of receipt: 17.05.2022

Business transaction: Business travel ETH employees

\* Type of expenditure: Breakfast allowance

\* Number: 3 \* Allowance: 10.00

G/L Account: 31011505

Amount in CHF: 10.00

Posting text: PMotyka\_Event\_Breakfasts

Remarks: 3 breakfasts during (event; dates)

**Note: Only PDF files are accepted!**

☐ Keep data

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

**Information:** 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

View:	Date of r...	Type of process	Incident	Type of expenditure	Cost cen...	PSP element	Amount C...	
<input checked="" type="checkbox"/>	17.05.2022	Reimbursement		Breakfast allowance	29671		30.00	
<input checked="" type="checkbox"/>	11.05.2022	Reimbursement		Hotel, guest house for ETH e...	29671		350.00	
							380.00	

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

**Person incurring expenses Paulina Agata Piotrowska-Motyka**

Other applicants Delegation Help

**Settlement of business expenses for Paulina Agata Piotrowska-Motyka**

1 Entering → 2 **Set up request** → 3 Confirmation

**Information:** This page shows you the details of the expense report by groups and approver. Please check, complete and confirm the details before sending the request to the approvers

**Request for reimbursement for Paulina Agata Piotrowska-Motyka**

Groups	Amount in CHF	1. approver	2. approver	
19671	380.00	Valentina Boeva		<a href="#">Details</a>
	380.00	<b>Your credit</b>		

**Confirmation**