EXPENSE AND REIMBURSEMENT GUIDELINES

The Swiss Finance Institute (SFI) PhD student expense accounts are managed by SFI. All payments are processed by the SFI accounting administration. To ensure smooth and timely processing, please comply with the following guidelines.

For all questions, please contact the SFI office in Geneva: 022 379 84 71

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01. REIMBURSEMENT GUIDELINES FOR SFI PHD STUDENTS

The following comments and restrictions apply:

: 1.1 General Guidelines
- The following reimbursement guidelines are valid only for the academic year 2018-2019.
- Reimbursement must first be requested from the local academic institute; as cost sharing with SFI is mandatory.
- Expenses related to presenting or participating at conferences, seminars, workshops on the advanced courses in economics and/or related fields for doctoral students offered within Europe and at the Study Center Gerzensee, Switzerland may be reimbursed for up to CHF 500 per academic year and per student. Reimbursement is restricted to the following: travel, accommodation (if necessary), registration fees.
- Proper SFI affiliation must be used. This can be proven with the conference program and a copy of the conference paper, for example.
- Also, all the claimed expenses must be kept at a reasonable level otherwise they will not be reimbursed by SFI. A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. If there is any doubt as to the reasonability of costs, the SFI accounting administration should be contacted for pre-approval.

: 1.2. Travel Expenses
- Only the cost for an Economy class air ticket will be fully reimbursed. Business or First class air tickets will be reimbursed up to the cost of an Economy class air ticket. If a Business or First class air ticket is booked a “print screen” of the Economy fare taken at the moment of the reservation must be provided for reimbursement. Booking must be made as far ahead in time as possible. SFI reserves the right to limit the amount of the economy flight value if unreasonable, thus please request approval in advance of purchase.
- Only the cost for 2nd class train tickets purchased with a Swiss half card will be reimbursed. 1st class tickets will be reimbursed up to the cost of a 2nd class ticket.

: 1.3. Accommodation
- Overnight stays are reimbursed at their effective rate up to a maximum of CHF 100 per night (including accommodation, taxes, and breakfast).

: 1.4. Food & Beverages
- Expenses for food and beverages will NOT be reimbursed.

02. PROCEDURES & REQUIREMENTS FOR REIMBURSEMENT

The following comments and restrictions apply:

: 2.1 Expense Claim Form
Please provide the following information on the expense claim form:
- Your full name
- Your private address (i.e. address registered by your bank)
- Your IBAN account number
- For expenses incurred in a foreign currency, the exchange rate applied, resulting from a credit card purchase or an internet calculator (see i.e. http://www.oanda.com/currency/historical-rates/).
- Please make sure to apply the exchange rate for the day the purchase was made.
• The expense claim form must be signed by the claimant, the PhD thesis advisor, and the local academic partner administrator for the doctoral program.

2.2 Original Receipts & Invoices
• Please only submit original invoices and receipts stating the full details of the respective payment. Receipts stating only the amount paid without indicating any details of the items purchased will not be accepted.
• A duplicate of the original invoice will only be accepted if it bears the mention “Consider as Original” by the issuer.
• For flights: E-tickets count as original tickets. “Passenger receipts and itineraries” alone are not acceptable.
• For invoices not in English, please provide a brief translation.
• In the case where your reimbursable expense are refused by the account administration, you have the right to appeal the decision to a board composed of the SFI Head of Research, Head of Research Operations, and Research Program Director.

2.3 Expense Claim Submissions
• Reimbursement requests must be made by 5 April and 5 July for the previous three month period with any outstanding claims for the academic year to be received by 15 September. In exceptional cases, reimbursements may be made prior to these deadlines.
• Please note the reimbursements are based on the academic year (from September to August).
• Incomplete expense claim form will be sent back. Guidelines do not apply to the first year students and students who have graduated.
• Please submit your expense claim form along with the invoices, supporting documentation, and receipts to the following address:

Swiss Finance Institute
SFI PhD accounting administration
c/o University of Geneva
Bd du Pont d’Arve 42
CH – 1211 Geneva 4

Last update by SFI Admin-RM: Feb 2019

Applicable as of January, 2019 till August 2019