

: **September 2019**

## **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

<b>Section</b>	<b>Page</b>
<b>01. REIMBURSEMENT GUIDELINES FOR SFI PHD STUDENTS</b>	
1.1 Expense Reimbursement Table	2
1.2 General Guidelines	3
1.3 Travel Expenses	3
1.4 Accommodation	3
1.5 Food & Beverages	3
<b>02. PROCEDURES &amp; REQUIREMENTS FOR REIMBURSEMENT</b>	
2.1 Expense Claim Form	3
2.2 Receipts & Invoices	4
2.3 Expense Claim Submissions	4

## 01. REIMBURSEMENT GUIDELINES FOR SFI PHD STUDENTS

### : 1.1 Expense Reimbursement Table

Item	US and European Job Market <b>attendance</b>	Top conference <b>presenting</b>	Top European conference <b>attendance</b>	Seminars/ workshops/ advanced course <b>attendance</b> CH/ EU	<b>Travel</b> to SFI advanced courses
<b>SFI support per civil year</b>	Up to CHF 1'000 for US Up to CHF 500 for Europe	Up to CHF 1'000 for US/ non-EU Up to CHF 500 for Europe	Up to CHF 500	Up to CHF 500 for course fees and travel	Up to CHF 100
<b>Description</b>	Attending the AFA/ASSA job market or EEA job market.	Presenting full length papers at the following top conferences <b>only</b> : <ul style="list-style-type: none"> <li>• WFA</li> <li>• SFS Cavalcade</li> <li>• AFA</li> <li>• EFA</li> <li>• NBER conferences</li> <li>• UBC Summer and Winter</li> <li>• Utah Winter</li> <li>• Adam Smith Conference</li> <li>• Duke Finance Conference</li> <li>• Jackson Hole Finance</li> <li>• Tepper/LAEF Macro Finance Conference</li> <li>• Texas Finance Festival</li> <li>• Finance Theory Group conference.</li> </ul> (Requests for other top conferences to be considered must be made to the Head of the SFI PhD Program <a href="mailto:erwan.morellec@sfi.ch">erwan.morellec@sfi.ch</a> , copying <a href="mailto:ridima.mittal@sfi.ch">ridima.mittal@sfi.ch</a> )	Attending the following top European conferences <b>only</b> : <ul style="list-style-type: none"> <li>• EFA</li> <li>• Adam Smith Conference</li> <li>• Finance Theory Group conference</li> <li>• CEPF conferences</li> </ul> (Requests for other top conferences to be considered must be made to the Head of the SFI PhD Program <a href="mailto:erwan.morellec@sfi.ch">erwan.morellec@sfi.ch</a> , copying <a href="mailto:ridima.mittal@sfi.ch">ridima.mittal@sfi.ch</a> )	Presenting or participating at seminars, workshops on the advanced courses in economics/related fields for doctoral students in CH/ EU.	A small travel allowance can be claimed for train travel to an SFI advanced course at another SFI University.
<b>Requirements</b>	A description of travel plans and a short budget must be sent in advance to the Head of the SFI PhD Program ( <a href="mailto:erwan.morellec@sfi.ch">erwan.morellec@sfi.ch</a> ) with a copy to the PhD supervisor and SFI accounting administration ( <a href="mailto:ridima.mittal@sfi.ch">ridima.mittal@sfi.ch</a> ) for approval.				

The following comments and restrictions apply:

**: 1.2. General Guidelines**

- A. The reimbursement guidelines are valid until 31 December 2020.
- B. Reimbursement must first be requested from the local academic institute; as cost sharing with SFI is mandatory.
- C. Students must request a conference fee waiver where possible.
- D. Reimbursement is restricted to the following: travel, accommodation, course fees and conference fees.
- E. Proper SFI affiliation must be used. This can be proven with the conference program and a copy of the conference paper, for example.
- F. All 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.
- G. Attendance and presentation at the same conference will be considered as a single reimbursement claim. For eg. attending AFA job market and presenting a paper at AFA will be reimbursed up to CHF 1'000.
- H. Only claims received before December 5 each year will be considered for reimbursement.
- I. Strictly, no reimbursements will be accepted where it is clearly mentioned that a budget and description plan should be sent in advance for approval.

**: 1.3. Travel Expenses**

- A. 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.
- B. 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.

**: 1.4. Accommodation**

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

**: 1.5. Food & Beverages**

- A. 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:

- A. Your full name
- B. Your private address (i.e. address registered by your bank)
- C. Your IBAN account number
- D. 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/>).
- E. Please make sure to apply the exchange rate for the day the purchase was made.

- F. 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 Receipts & Invoices**

- A. Please submit relevant invoices and receipts stating the full details of the respective payment.
- B. Receipts stating only the amount paid without indicating any details of the items purchased will not be accepted.
- C. For flights: E-tickets count as original tickets. "Passenger receipts and itineraries" alone are not acceptable.
- D. In the case where an expense reimbursement is refused by the account administration, you have the right to appeal the decision to the SFI Head of PhD program and Research Program Director.

**: 2.3 Expense Claim Submissions**

- A. Guidelines do not apply to the first year students and students who have graduated.
- B. 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 RM: Sep 2019

Applicable as of January till December 2020