



Expense Reimbursement in connection with Doctoral Courses / Doctoral Workshops / Summer Schools

Last update: February 2017

The following guidelines apply for all doctoral students in Banking and Finance at UZH.

Reimbursement will be paid in particular for travel / accommodation expenses in connection with any SFI doctoral course or SFI workshop taking place outside Zurich, and which gets listed on the doctoral program's website: www.phd-finance.uzh.ch/Courses_en.html.

For any other event (doctoral course, workshop, Summer school etc.) or any other type of expenses (registration fee, etc.), please request prior pre-approval for the reimbursement payment from the PhD program coordination (Ms Sarah Wikus: sarah.wikus@bf.uzh.ch).

We consider only applications by students who successfully pass the doctoral course (i.e. pass the related exam). A copy of the course certificate must be submitted together with the expense claim form.

If not otherwise stated, students will be paid the following amounts:

Accommodation expenses:

- up to SFr. 100.-- per person per night upon submission of the respective invoices;
- SFr. 30.-- per person per night when no invoice is provided.

Travel expenses:

- return ticket for train, 2nd class, half-fare, upon submission of the respective original tickets (or copy of "SBB GA travelcard").
- The owner of a "SBB GA travelcard" can claim the amount for a half price train ticket.

Expense claim form

The form can be downloaded from our website.

<http://www.phd-finance.uzh.ch/en/repository.html>

For students who are employed at the University of Zurich: please take the form "Reimbursement Form for UZH Students-Track A and B"

For any other students: please use the form "Reimbursement Form for External Students".

Please indicate the following items on this form:

- a) Your full name and private address (i.e. address registered by your bank)
- b) Your bank details (Name and address of the Bank and IBAN number)
- c) The details for all of the claimed expenses (including the date, supplier name, a brief description of expenses incurred). If expenses were incurred in foreign currency: please calculate the corresponding Swiss Franc amount and indicate the exchange rate used for this calculation (see e.g. <http://www.x-rates.com/calculator.html>)

Original receipts / invoices

Please submit only original invoices/receipts *stating the full details* of the respective payment.

Attach all receipts (including the A5 format) with scotch tape (adhesive tape) to an A4 sheet. Adhere **ONLY** the upper part of the receipts. Do NOT use stapler.

For any related questions, please contact Ms Sarah Wikus: sarah.wikus@bf.uzh.ch.

Please check regularly for any changes / updates of these rules.