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

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.

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.