

Business trips / expense reports

(ETHIS occupational expenses)

Information for all Collegiates

Index

Introduction	3
ETHIS	4
Business expenses	5
Means of payment	6
AirPlus	7
Rail (official purposes)	8
Flight booking (official purposes)	9
Rental cars (official purposes)	10
Insurance	11
Private extension business travel	13
Catering	14
Accommodation and events	15

Introduction

All Collegiates who spend money **on Collegium's behalf** please make sure to get the **previous consent** of the budget responsible person respectively **of the line manager**.

Legal bases of restitution

- Finance regulation of the ETHZ, Art. 41
- [Regulation of the ETHZ about occupational expenses](#)
- Compliance Guide of the ETH
- [Website traveling constitution*](#)

Accounting

Accounting of occupational expenses and development of the business credit card transactions occur over [ETHIS](#)

In ETHIS the electronic **approval process of all expense requests must be addressed to the deputy Budget officer Andrea Truttmann**.

In case you need assistance, please entitle **the administrative intern as a delegate in ETHIS**, so that she/he can accompany the accounting process in ETHIS when required.

*(needs a corresponding authentication with the nethz-password)

ETHIS

(ETH Information- and Support-platform)

Accounting of professional expenses is handled on [ETHIS](#)

All Collegiates have the corresponding authorization to handle expenses in ETHIS.

Creation of item/approval process:

If you create an **item in ETHIS** please note in the comment field whether the **line manager has given his consent**.

Questions/further information: ETHIS Ticketsystem, Link «Support»

Instruction for the accounting: in ETHIS Link «Help»

Business expenses

Receipts/supporting documents:¹

- Understandable documents with checkable single positions and amounts²
- Invitation, program overview of the meeting/conference need to be attached.
- Mandatory attachment of flight confirmation/boarding pass.
- With private credit card paid-up professional expenses (which should be prevented as often as possible, because **AIRPLUS** should be used for flight, train bookings): add private credit card charge statement
- Entertainment expenses (Art. 15 Regulation of the ETH about occupational expenses) may be incurred only by budget officers. Restraint is always to be exercised in such type of expenses. The costs incurred must be in the interests of ETH Zurich. The charging is recorded in the intended process and must contain the following information:
 - Purpose of the event, description of the group/party and the number of internal and external, attendees
 - Date and location of the event or
 - Nature and reason of the gift.

1: More information on [Regulation of the ETHZ about occupational expenses Art. 2, Abs. 1](#)

2: According to internal audit of the ETH advice

Means of payment



	Corporate Credit Card Viseca (usage - only in consultation with Andrea Truttmann) https://www.ethz.ch/services/en/finance-and-controlling/travel/corpcreditcards.html	AirPlus Company Account (preferred payment method for flight or train journey using the AirPlus Company Account) https://www.ethz.ch/services/en/finance-and-controlling/travel/airplus.html
	Physical card	No physical card
use	Only occupational use <ul style="list-style-type: none"> • Standard limit: CHF 10'000.00 per month • Temporary increase possible 	Only occupational, instead of credit card for: <ul style="list-style-type: none"> • Flight booking online at most airlines, over online booking platform or via travel planner (i.e. Opodo) • Usage in foreign countries possible as well • SBB Ticket Shop
authorized	For frequent travellers and admin. Assistants with permanent contracts	Impersonal, in the name of the organizational unit
charges	No annual or reminder charges No default interest No conversion charges for foreign currencies	No annual or reminder charges No default interest

AirPlus

AirPlus Company Account of the Collegium Helveticum:

Vertragsnummer/Contract number: ETHZo001

Kartennummer/Accountnumber: **1920 72420 065655**

Ablaufdatum/Expiry date: **09/23**

Kartenbesitzer/Card holder: COLLEGIUM HELVETICUM

Adresse/Adress: Schmelzbergstrasse 25, 8092 Zürich

Firma/Firm: ETH ZÜRICH

Rail

(official purposes)

All Collegiats can sign up for an **SBB business account** with their **private SwissPass-Login**. You are able to do this on your own – following the **instructions** (see “**First Registration**” pdf) which you find on the [ETH-Website](#) - together with the following information:

Vertragsnummer/Contract number: **ETH0001**

Rechnungsstelle/Billing address: **Schulleitung Collegium Helveticum**

After Andrea Truttmann confirmed your registration, you can choose at every SBB-purchase, if the ticket should be paid privately or with your business account. For business trips, the payment is made via the AirPlus Company Account of the Collegium Helveticum. This account is already registered as the mean of payment.

Only tickets within Switzerland can be purchased via the SBB business login.

International tickets, multiple journey tickets and other rail tickets (outside SBB) must be purchased privately. Afterwards you can create a business-expenses-item in [ETHIS](#).

Flight booking (official purposes)

- Restitution only for costs in the **Economy Class**
 - **As a paying method applicable for all flight reservations: AirPlus Company Account** (choose AirPlus/UATP as payment method; can also be used abroad); more than 240 airlines accept AirPlus on their online gateway boundless
 - You can also use booking on the Internet via the airline directly (as a rule most favorably, as early as possible). Or via travel planner.
 - Travel agency: for more complicated trips (without Swiss/Lufthansa) and for group journeys
 - Online-booking on the platform '**Kuster Reisen**' Rapperswil (charges: CHF 40 per ticket)
 - Additional people who are not in a business context with the Collegium can **not** be booked over the online booking platform
 - For additional person in business context (i.e. guest speakers) the online booking platform can be used.
- Further information

Rental cars (official purposes)

- Rental cars: If possible choose an Europcar
- Choose Europcar over private vehicle
- The Collegium is in possession of an Europcar-card for business trips
- Reservation occurs online, or by phone; pickup card from Andrea Truttmann
- Europcar-Station at the ETH Hönggerberg and at the ETH Zentrum
- Further informationen

	Europcar	Privatfahrzeug
Prozess	<p>Buchung online oder telefonisch mit Europcar-Karte</p> <ul style="list-style-type: none">• Bestellung der Europcar-Karte und Zuteilung eines zu belastenden Fonds erfolgt durch die budgetverantwortliche Person über ETHIS.• Elektronischer Prozess: Mietkosten werden automatisch dem gewählten Fonds belastet, es ist keine zusätzliche Unterschrift auf einer Rechnung nötig.	<p>Vorgängiges Einverständnis der budgetverantwortlichen Person einholen</p> <ul style="list-style-type: none">• Im Schadenfall muss die budgetverantwortliche Person bestätigen, dass es sich um eine Dienstreise gehandelt hat.
Versicherung	<p>Vollkaskoversicherung für Mieten innerhalb der Schweiz. Im Ausland von Land zu Land unterschiedlich.</p>	<p>Vollkaskoversicherung mit einem Selbstbehalt von max. CHF 500</p>

Insurance

- Business insurance TSM (AXA Assistance)
- During their professional activities abroad, staff members of the ETH Zurich (including lecturers; without students and guests) are fully insured against the consequences of accident and illness.
 - Integrated cancellation insurance
 - The insurance cover doesn't have to be applied. It's independent of booking channels and means of payment
 - Preparation for business travel: Take along the leaflet with emergency numbers!

«Emergency card»
Available on our website



Insurance

Additional insurance benefits:



KUNDENINFORMATION

Transport Accident Insurance

With this insurance the traveler benefits from even more comprehensive insurance coverage while in the means of transportation. Please note: With AirPlus, coverage also applies to cardholders during business **travel with their own company car**.

> Death	400,000 EUR
> Disability	400,000 EUR
> Full disability (> 70%)	600,000 EUR

Additional Benefits due to Accident

> Return Transport and Repatriation Costs (if due to the accident, medically reasonable and prescribed by a physician)	100,000 EUR
> Rescue costs	25,000 EUR

More Information

Kollektive Reise- und Flugunfallversicherung für Business Card und Corporate Card von Viseca

Max. CHF 500 000.– (Gold) bzw. CHF 300 000.– (Classic/Silber) bei Tod und Invalidität
Max. CHF 60 000.– für Bergungs-, Such- und Rückführungskosten.

More Information

Private extension business travel

- Private stays abroad are not covered by the business travel insurance
- Coverage of consequential costs from illness must be covered by private health insurance
- In most instances, consequential costs of an accident are covered by SUVA; or by the supplementary insurance (AXA Winterthur) of Human Resources

Catering

Catering flat rates on business travels:

- Breakfast: CHF 10.-
- Lunch and dinner: CHF 27.50.- (third party donor deviates where appropriated)
- Breakfast and dinner only during overnight stays
- **gratuity:** In regards to business meals, customary culture of gratuity is essential; it is billed separately as representation expenses; e.g. Switzerland – if the service was good, a relative gratuity would be fine (e.g. consumption up to CHF 100.- 7%; consumption > CHF 100.-, it's less than 7%)

Accommodation and events

- Lump sums for overnight stays in private accommodation: guest gift for max. CHF 80.-, regardless of the length of stay (receipt required)

Accommodation:

- Middle class hotels abroad (higher category is possible, if the hotel is the event venue of the conference)
- Various hotels in Zurich offer special rates for overnight accommodation for ETH Zurich guests, see [ETH Webpage](#) e.g. partner hotels in Zürich or special rates Hotel Krone Unterstrass
- [Villa Hatt Zurich](#): ETH-guesthouse for seminars, meetings and events
- [Swiss Youth Hostels, using promo code ETH21/22](#)
- [Further information](#)

Consider procurement rules:

Servives for 10'000 CHF and above are made via EKK-provision request