

How to do business expenses essentials

Early Career Fellows 25/26

**NOW WE
FOCUS ON
RESEARCH RELATED
BUSINESS COSTS**

**THAT MEANS:
THE 2000 CHF
OF YOUR
OVERALL
BUDGET OF
CHF 8000**

**THE FOLLOWING
INFO DOES NOT
APPLY FOR
MONEY SPENT
FOR YOUR EVENT**

Financial Support Application

- You always need prior approval of Mario Wimmer before spending Collegium money
 - Financial support application with all relevant Information you have

FINANCIAL
SUPPORT
APPLICATION
BEFORE
SPENDING
MONEY

Accounting of Business expenses

HOW TO?
DIY
OR EASIER:
DELEGATE IT
TO ALRIKE

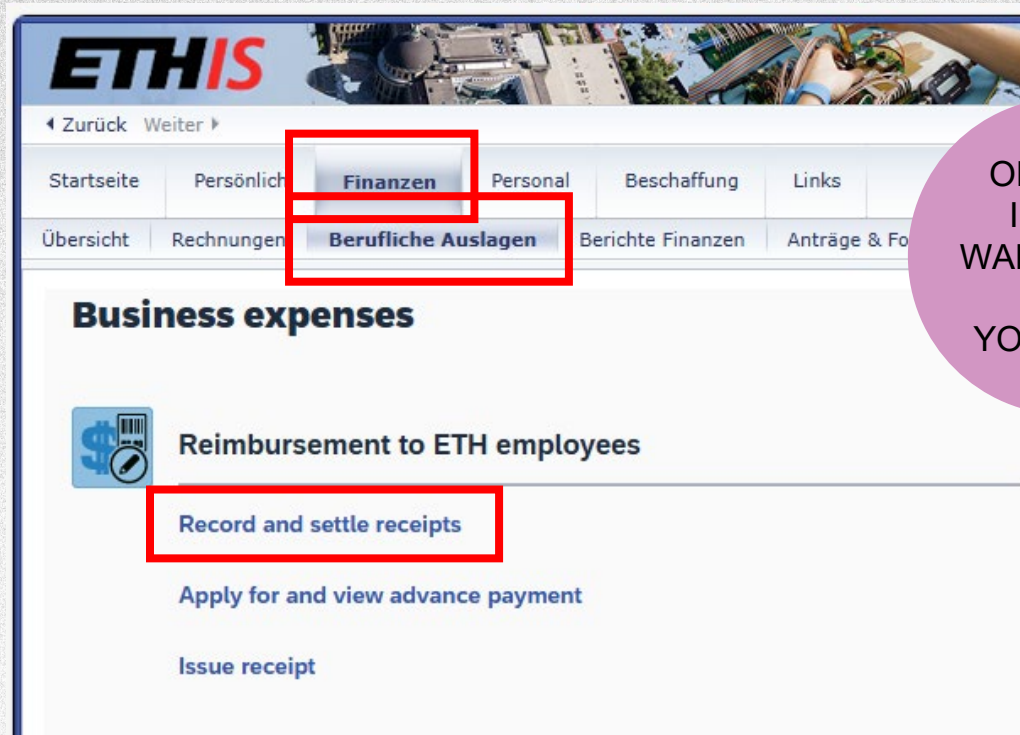
ALRIKE
CATCHES UP
WITH YOU
LATER ON RE
DELEGATION

- Is handled on ETHIS (all ECF are entitled)
- Delegate Alrike Claasen in ETHIS, so that she can prepare/accompany the accounting process in ETHIS when required
- Costs need to be charged to PSP 1-002299-019 and for sign off addressed to Edona Idrizi or Mario Wimmer

Record and settle receipts

- To get reimbursement you have to go on ETHIS

VERSION
DO IT
YOURSELF



ONLY FYI
IF YOU
WANT TO TO
DO IT
YOURSELF

Record and settle receipts

- To get reimbursement you have to go on ETHIS

VERSION
DO IT
YOURSELF

Abrechnung von beruflichen Auslagen für Jamie Bisang

1 — 2 — 3
Antrag erstellen Bestätigung

📘 Auf dieser Seite können Sie Belege zur Rückerstattung erfassen oder Corporate Credit Card Positionen nachkontieren. Sobald Sie die ausgewählten Positionen erfasst haben, können Sie den Antrag erstellen

Sicht: [Standardsicht]   **+ Neue Position**  Vorschlagswert

Belegdat...	Prozessart	Ereignis	Ausgabeart	Kosten...	PSP-Element	Betrag ...
📘 Die Tabelle enthält keine Daten						

 Antrag erstellen >

ONLY FYI
IF YOU
WANT TO TO
DO IT
YOURSELF

Receipts/supporting documents are needed

- Business expenses you must provide the following **documents**
 - e.g. financial support application, receipts, invitation to a conference, etc. which justify the business case.
- This information is also needed if you have delegated to prepare the reimbursement on behalf of you in ETHIS.
 - All kind of Receipts justifying the business case (PDF format)
 - invitation or program if attending a conference (PDF format)
 - **flight confirmation*** (PDF) with the following mandatory information:
 - Trip to
 - Duration of Trip from... to...
 - Purpose of Trip
 - Flightnumber
 - Flightdate

ALWAYS
NEEDED:
INFO,
DOCUMENTS
IF YOU DIY OR
WITH
DELEGATION

* MANDATORY
FIELDS IN ETHIS
ETH TRACKS
CO2 EMISSIONS
WHEN FLYING

AIR PLUS
FOR
BOOKING
FLIGHTS

Means of Payment AirPlus

- Preferred ETH payment method: AirPlus (*more than 240 airlines accept AirPlus)
- With AirPlus no one needs to spend their private money and makes settlement easier for Admin.
- You can book directly via the airline
 - Select as paying method: AirPlus/UATP
 - Airplus account number: please contact admin (admin@collegium.ethz.ch),
 - Expiration date: please contact admin,
 - Firm ETH Zürich, Collegium Helveticum
- Book over ETH Travel agency Kuster Reisen
 - Processing fee (80 CHF per ticket)

+

NO PRIVATE
MONEY
NEEDED,
LESS ADMIN

Train – means of payment «SBB business account»

SBB BUSINESS
ACCOUNT FOR
BOOKING TRAIN
TICKETS (CH OR
ABROAD)

- Buy your ticket using the SBB business account, so you don't have to spend your private money. <https://business.sbb.ch/en>
- The settlement of the payment is also easier when booking ticket via ETH SBB business account (monthly direct billing on charge of ETH and Admin takes care of the settlement)

+

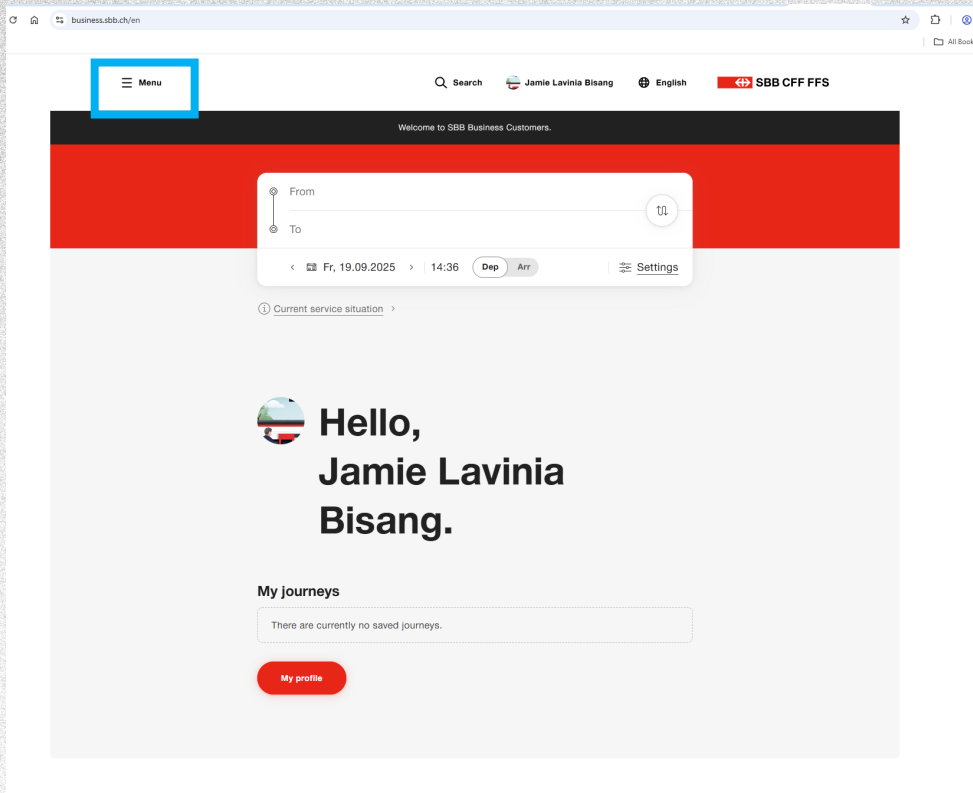
NO PRIVATE
MONEY
NEEDED,
LESS ADMIN

How to buy a ticket using the SBB Business Account

- Use the following link to buy your ticket: <https://business.sbb.ch/en>
 - You can buy a ticket using the ETH0001 user role via the standard SBB website: <https://www.sbb.ch/en>.
 - However, you then need to change your user role (from the private account to the ETH0001) by clicking on your account
- it's easier to go directly via the SBB Business website:
<https://business.sbb.ch/en>
- The following slides are a step-by-step guide to buy a train ticket

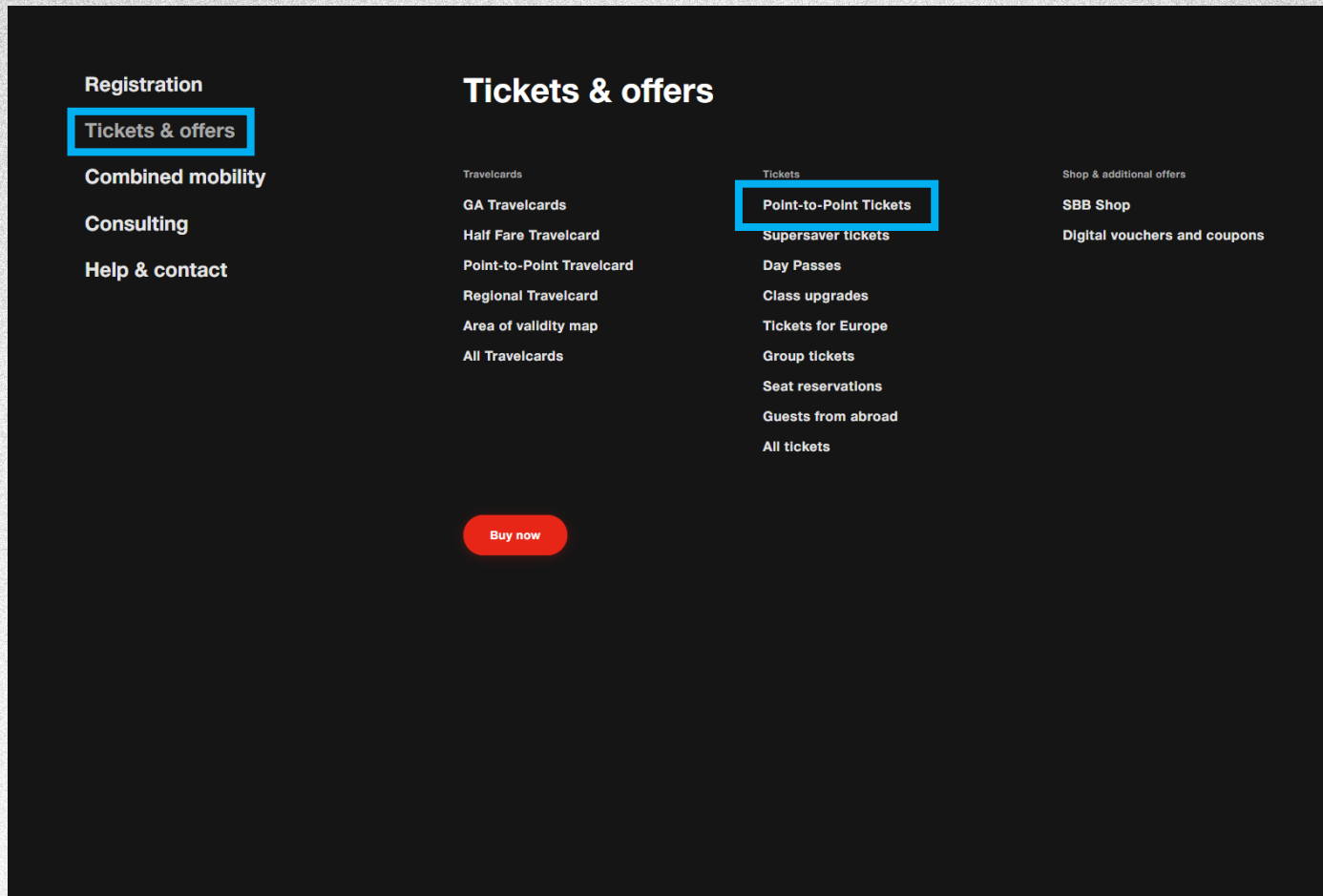
- Open this [link](#) to go to the SBB Business page.
- After logging in the website should look like this:

THIS IS HOW
YOU SHOULD
BUY YOUR TRAIN
TICKET (IN
SWITZERLAND
AND ABROAD)



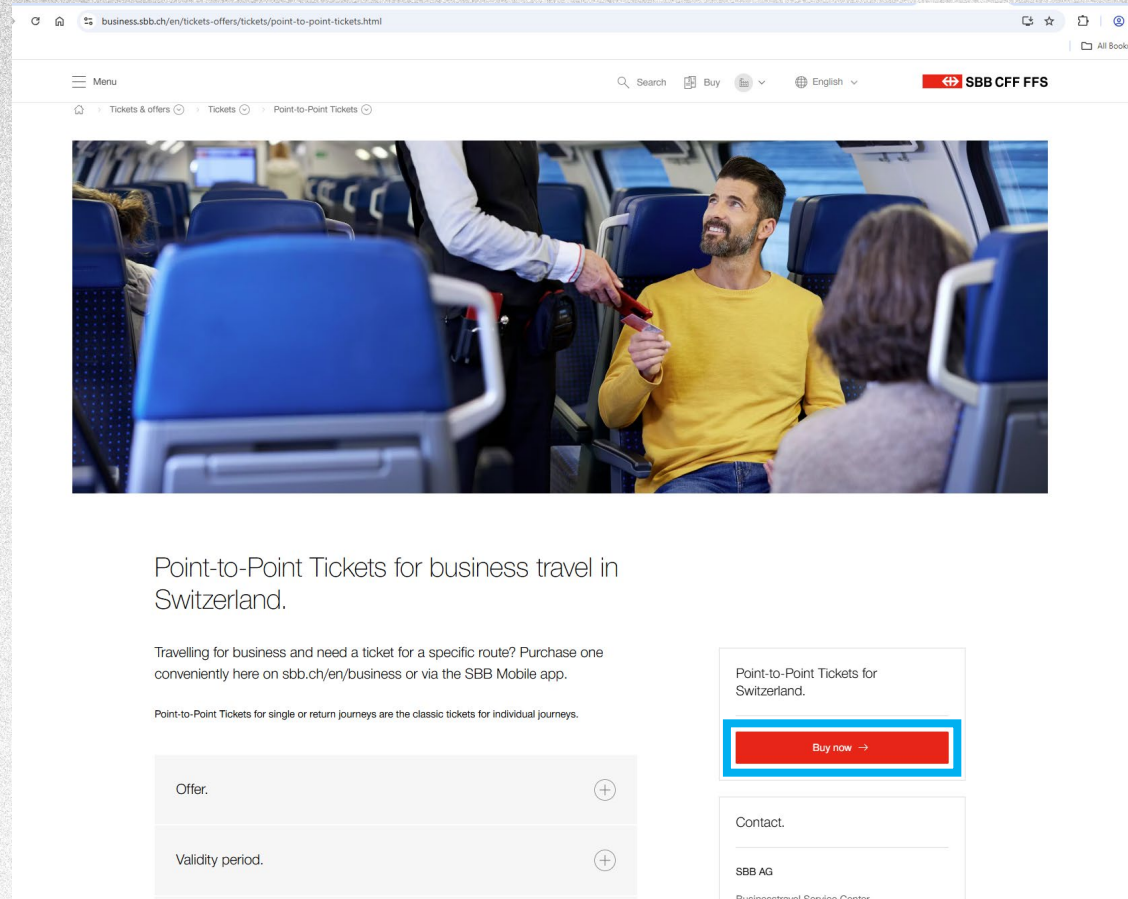
- To buy a ticket click on „menu“ (blue rectangle)

- Click on „Tickets & offers“ and afterwards on „Point-to-Point Tickets“



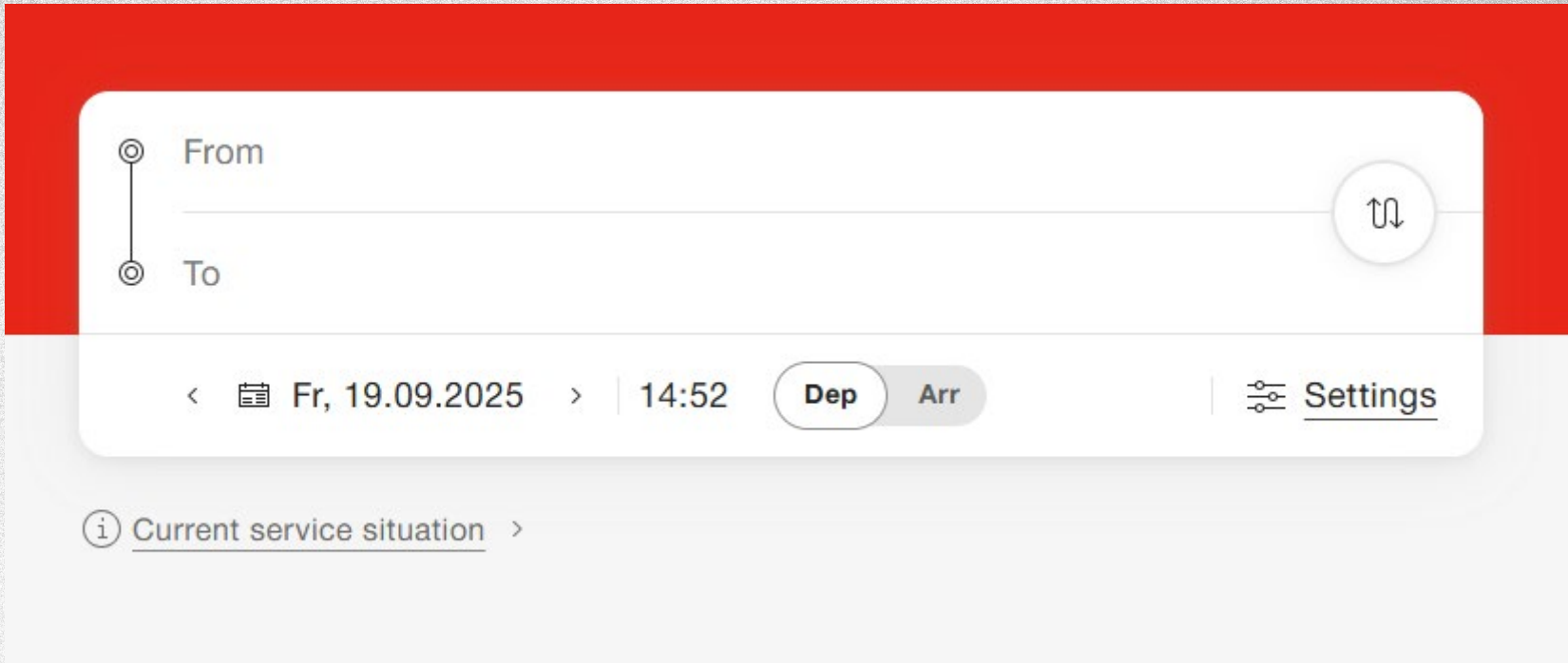
THIS IS HOW
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AND ABROAD)

- Click on „Buy now“



THIS IS HOW
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TICKET (IN
SWITZERLAND
AND ABROAD)

- Enter where and when you want to start your journey and where you want to go.

A screenshot of a train ticket booking interface. The interface has a red header bar. Below it, there's a white search bar with two input fields: 'From' and 'To', each with a location pin icon. To the right of these fields is a circular button with a double-headed arrow icon. Below the search bar, there's a row of controls: a left arrow, a calendar icon, the date 'Fr, 19.09.2025', a right arrow, the time '14:52', two buttons labeled 'Dep' and 'Arr', and a 'Settings' link with a gear icon. At the bottom, there's a link labeled 'Current service situation' with an information icon and a right arrow.

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AND ABROAD)

- Once you have entered all the information, select the connection you want.

Welcome to SBB Business Customers.

From
Zürich, ETH/Universitätsspital

To
Castasegna, Vecchia Dogana

< Mo, 22.09.2025 > 07:00 Dep Arr Settings

Price display Half Fare Travelcard ⓘ

Earlier connections

T 10 Direction Zürich, Bahnhofplatz/HB from CHF 46.40

07:23 ● 12:00

1. 1. 2. 2. 4 h 37 min

T 6 Direction Zürich Enge, Bahnhof from CHF 46.60

07:53 ● 12:33

1. 1. 2. 2. 4 h 40 min

T 6 Direction Zürich Enge, Bahnhof from CHF 53.40

08:20 ● 13:33

1. 1. 2. 2. 5 h 13 min

T 10 Direction Zürich, Bahnhofplatz/HB

08:26 ● 13:33

1. 1. 2. 2. 5 h 7 min

T 6 Direction Zürich Enge, Bahnhof from CHF 53.40

09:23 ● 14:02

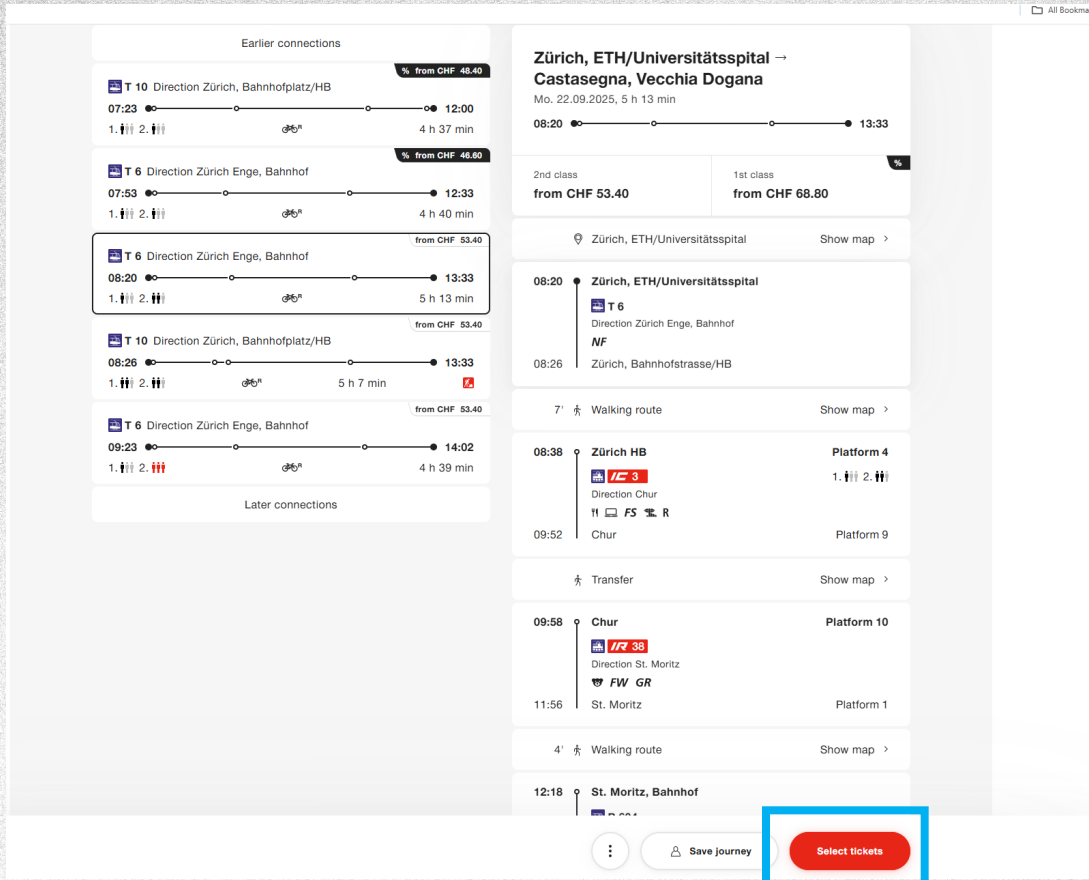
1. 1. 2. 2. 4 h 39 min

Later connections

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TICKET (IN
SWITZERLAND
AND ABROAD)

- If you click on the connection you will see the details
- To buy the ticket, click on „Select tickets“

THIS IS HOW
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BUY YOUR TRAIN
TICKET (IN
SWITZERLAND
AND ABROAD)



Earlier connections

T 10 Direction Zürich, Bahnhofplatz/HB
07:23 12:00
4 h 37 min

T 6 Direction Zürich Enge, Bahnhof
07:53 12:33
4 h 40 min

T 6 Direction Zürich Enge, Bahnhof
08:20 13:33
5 h 13 min

T 10 Direction Zürich, Bahnhofplatz/HB
08:26 13:33
5 h 7 min

T 6 Direction Zürich Enge, Bahnhof
09:23 14:02
4 h 39 min

Later connections

Zürich, ETH/Universitätsspital →
Castasegna, Vecchia Dogana
Mo. 22.09.2025, 5 h 13 min

08:20 13:33

2nd class from CHF 53.40
1st class from CHF 68.80

Zürich, ETH/Universitätsspital Show map >

08:20 Zürich, ETH/Universitätsspital
T 6 Direction Zürich Enge, Bahnhof
NF
08:26 Zürich, Bahnhofstrasse/HB

7' Walking route Show map >

08:38 Zürich HB Platform 4
IC 3 Direction Chur
09:52 Chur Platform 9
F5 R

Transfer Show map >

09:58 Chur Platform 10
IR 38 Direction St. Moritz
FW GR
11:56 St. Moritz Platform 1

4' Walking route Show map >

12:18 St. Moritz, Bahnhof

Save journey Select tickets

- If it's a work related trip click on „ETH Zürich – ETH0001“ and then „select“

Select user role. ×

Please select whether you are making the purchase privately or via the company account.

☒ **ETH Zürich - ETH0001**
Jamie Lavinia Bisang

☐ **Private account**
Jamie Lavinia Bisang

Select

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TICKET (IN
SWITZERLAND
AND ABROAD)

- Select the ticket option you want
- Click on „to the checkout“

THIS IS HOW
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TICKET (IN
SWITZERLAND
AND ABROAD)

Zürich, ETH/Universitätsspital → Castasegna, Vecchia Dogana
via Zürich, Bahnhofstrasse/HB – Chur – St. Moritz, 2nd class. Mon, 22.09.2025.

Enter passengers

Jamie Lavinia Bisang, 25.10.2006

Process passengers | reductions

Travel options

→ Single journey ↔ Single and return journey

2nd class 1st class + CHF 23.00

Choice of ticket Outward journey

☐ Point-to-point Ticket + CHF 0.80
Valid for the chosen public transport route:
Mon, 22.09.2025 until 5am on Tue, 23.09.2025.

☒ Saver Day Pass
For all public transport in the GA Travelcard area of validity; valid Mon, 22.09.2025 until 5am on Tue, 23.09.2025. No refunds.

Outward journey

Zürich, ETH/Universitätsspital → Castasegna, Vecchia Dogana
2nd class

1 × Saver Day Pass
Valid: Mon, 22.09.2025
until Tue, 23.09.2025 05:00 CHF 106.00

Total price CHF 106.00

To the checkout →

- Click on „Buy now“ to buy the ticket

THIS IS HOW
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TICKET (IN
SWITZERLAND
AND ABROAD)

Menu Search Buy English SBB CFF FFS

← Back

Zürich, ETH/Universitätsspital → Castasegna, Vecchia Dogana

Single journey Zürich, Bahnhofstrasse/HB, Chur, St. Moritz, Mon, 22.09.2025

Delivery.

Communication to confirm purchase.

e-mail Address

jbisang@ethz.ch

Means of payment.

Billing

Invoice centre

Schulleitung Collegium Helveticum

Payment card

AirPlus

192072xxxx5655

Expiry date 9/28

Reference.

Reference (optional)

Reference 2 (optional)

Jamie Lavinia Bisang

Single journey

Zürich, ETH/Universitätsspital → **Castasegna, Vecchia Dogana**

2nd class

1 × Saver Day Pass

Valid: Mon, 22.09.2025
until Tue, 23.09.2025 05:00

CHF 106.00

Total CHF 106.00

Total price: CHF 106.00

Buy now →

Means of Payment – ETH Credit Card Visa

E.G. FOR HOTEL
BOOKING OR
ON LINE
REGISTRATION
CONFERENCE
FEE ETC.

+

NO PRIVATE
MONEY
NEEDED,
LESS ADMIN



- If you need to settle / pay for purchase or conference registration, hotel bookings e.g. online and you don't want to spend your private money, please contact Edona Idrizi (admin@collegium.ethz.ch) for further details and the card number you can use.
- After you've received the card number etc. from her please make sure to submit the payment receipt right after you paid with ETH credit card (admin@collegium.ethz.ch).

Hotel and food expenses

- Middle class hotels abroad, which you book yourself
- Catering flat rates on business travels (no receipts required)
 - Breakfast: CHF 10 (if it is not already included in the accommodation)
 - Lunch and dinner each: CHF 27.50 (e.g. if lunch or dinner are not offered from the conference)
 - Breakfast and dinner only during overnight stays

MEANS OF
PAYMENT
ETH
CORPORATE
CREDIT
CARD

INFO, DOCUS
NEEDED:
E.G. PROGRAM
CONFERENCE,
DURATION OF THE
TRIP

Factsheet

- All the information and links are on the factsheet:
«business expenses (applies to early-career fellows)»

on Internal

NEED SUPPORT:
CONTACT
ADMIN@COLLEGIUM.ETHZ.CH

AND PLEASE CHECK
FACTSHEET ON INTERNAL
«business expenses (applies to
early-career fellows)»

- Billing address for supplier invoices (addressed to the Collegium)
and more info for invited speakers (in connection with your Event),
see factsheet on Events Office: «methods of payments,
reimbursements, and fees»