

“How to business expenses” for Early Career Fellows

Financial Support Application needs to be submitted and approved first

All Early Career Fellows who spend money on behalf of the Collegium must obtain the prior approval of Mario Wimmer by submitting financial support application.

Please consider the following information when business expenses arise (e.g. organizing a business trip) and note the regulations on professional expenses.

If you have any further questions, please don't hesitate to contact Administration (admin@collegium.ethz.ch).

Legal bases of restitution (links need a corresponding authentication with the nethz-password)

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

Accounting of Business expenses is handled on ETHIS

Accounting of business expenses and development of the corporate business credit card transactions occur over ETHIS. In ETHIS the electronic approval process of all expense requests must be addressed to the Budget Manager Andrea Truttmann or Mario Wimmer (Deputy Budget responsible).

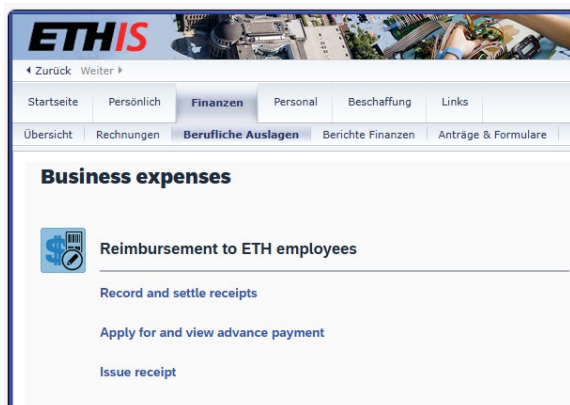
All Early Career Fellows have the corresponding authorization to handle expenses in ETHIS (needs an authentication with nethz-password)

Record and settle receipts /approval process:

This page allows you to enter receipts for reimbursement or assign Corporate Credit Card items to accounts. You can set up the request as soon as you have entered the selected items.

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

Instruction for the accounting: in ETHIS Link «Help»



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

Receipts (PDF)/supporting documents (PDF) when applying for a business expenses /asking for reimbursement¹

- Business expenses must be accompanied by documents (receipts) justifying the business case²
- In case you are attending a meeting/conference the invitation or program overview needs to be attached.
- Mandatory attachment of flight confirmation/boarding pass.
- The preferred payment method for flight or train journey is the AirPlus Company Account
- If you have business expenses from a private credit card e.g. for accommodation, add a 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 Air Plus, the preferred ETH payment method for flight or train journey

Airplus account number: please contact admin@collegium.ethz.ch
 Expiration date: please contact admin@collegium.ethz.ch
 Firm ETH Zürich, Collegium Helveticum

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"> • 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

Train (Switzerland and Abroad)

Within Switzerland, please make sure to order your Half-Fare travelcard or your GA Rabatt Coupons via the [travel department of ETHZ](#) and to sign up for an SBB business account using your SwissPass login.

Generally, 2nd class tickets for rail travel within Switzerland and abroad. Within Switzerland, please make sure to order your Half-Fare travelcard or your GA discount coupons via the travel department of ETHZ.

All ETH employees 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:

- Contract number: ETH0001
- Cost centre: Schulleitung Collegium Helveticum
- After Andrea Truttman confirmed your registration, you can choose at every SBB-purchase, if the ticket should be paid with the ETH business account or privately. For business trips, the payment is made via the ETH AirPlus Company Account of the Collegium Helveticum. This account is already registered as the mean of payment.

Flight booking

- 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 favourably, as early as possible). Or via travel planner.
- Booking via ETH Travel agency Kuster Reisen:
- Online-booking charges: CHF 40 per ticket and CHF 80 for booking by Telephone or E-Mail
- Additional people who are not in a business context with the Collegium can not be booked over the online booking platform
 - [Further information](#)
 - [Travel Decision Tools](#)

Hotel / Lodging costs

- Lump sums for overnight stays in private accommodation: guest gift for max. CHF 80.-, regardless of the length of stay (receipt required)
- Middle class hotels abroad (higher category is possible, if the hotel is the event venue of the conference)
- [Further information](#)

Food Expenses

- Catering flat rates on business travels:
- Breakfast: CHF 10.- (if it is not already included in the accommodation)
- Lunch and dinner: CHF 27.50.- (third party donor deviates where appropriated)
- Breakfast and dinner only during overnight stays
- gratuity: Tips are usually included in Swiss restaurants. However, it is customary to round up, which can be done using your ETH budget. If the consumption total is under CHF 100.00 a gratuity of 7% is appropriate; in case the consumption total exceeds CHF 100.00 a gratuity of up to 5% is suitable. Any additional amounts are to be paid privately.

Rental Car

[Further information](#): 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 Truttman

Europcar-Station at the ETH Honggerberg and at the ETH-Zentrum

	Eurocar	Private Vehicle
Process	Booking online or with a telephone with a Eurocar-card <ul style="list-style-type: none"> The budget officer orders the Eurocar card and allocates a fund to be debited via ETHIS. Electronic process: rental costs are automatically charged to the selected funds, no additional signature on an invoice is required. 	You must obtain the prior consent of the budget officer for the purchase. <ul style="list-style-type: none"> In the event of a damage claim, the budget officer must confirm that it was a business trip
Insurance	Comprehensive insurance for rentals within Switzerland. Varies from country to country abroad.	Comprehensive insurance with an excess of max. 500 CHF

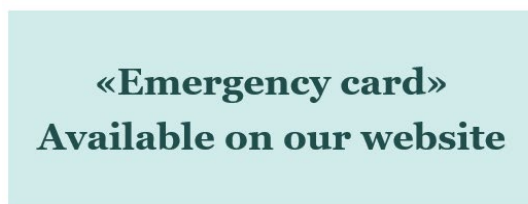
Private extension Business Travel

You can find all information here: [Air / int. Rail and Bus Travel – Staffnet | ETH Zurich](#)

Insurance

see [travel insurance staff net](#)

- 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
- travel insurance cover (in this example for staff) is only available if:
 - employees have an employment contract with ETH Zurich that is valid for the duration of the trip (remuneration via ETH Zurich)
 - health and accident insurance exists. If personal insurance exists abroad, the VPFC staff must be consulted as to whether this is also accepted by the business travel insurance
- You don't have to apply for the travel insurance it is automatically active if you have a work contract with the ETH and an active health and accident insurance
- Business travel insurance is subsidiary. It only applies if other service providers (e.g. airlines, hotels or accident insurers) do not pay.
- Preparation for business travel: Take along the leaflet with emergency numbers!
- [More information](#)



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

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Kollektive Reise- und Flugunfallversicherung fur Business Card und Corporate Card von Visa

Max. CHF 500 000.– (Gold) bzw. CHF 300 000.– (Classic/Silber) bei Tod und Invalidentat
Max. CHF 60 000.– fur Bergungs-, Such- und Ruckfuhrungskosten.

[More Information](#)