Expense Types in Travel Management

Valid from 1 January 2025 – revised 15 May 2025

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1. Introduction

This factsheet supplements the University of Basel Regulations on Expenses and Representation Costs (hereafter *Expense Policy*) (effective 1 January 2025) by providing practical guidance on the expense types available in the Travel Management system. For comprehensive information, please consult the complete Expense Regulations and our intranet page containing detailed explanations of each expense type.

Expenses that do not fall within the existing categories must not be submitted via the Travel Management system; instead, please claim them using the 'Expense Statement' Excel form and send it by e-mail to finanzen@unibas.ch with the subject line 'Expenses'.

1.1. Scope

These provisions apply to:

a. Employees of the University of Basel

b. Affiliated persons working for organisational units (e.g. visiting researchers, scholarship holders, reviewers)

Third-party funds – The specific requirements of funding bodies (e.g. SNSF, EU) take precedence. In the absence of such requirements, the University of Basel Expense Regulations apply.

1.2. Principles

- Expenses are reimbursable only where they are necessary and appropriate in the University's interest.
- Private costs are excluded and must be borne by the individual.
- Original receipts or clearly traceable electronic receipts are mandatory.
- As a rule, expenses must be approved in advance by the line manager.

1.3. Minimising Expenses

Staff members are required to:

- Plan costs economically and in an environmentally responsible manner (e.g. prefer virtual meetings; use public transport).
- Cover travel costs in the following order:
    1. External invitations (where possible)
    2. Third-party funds (if available)
    3. Operating funds of the organisational unit (where no third-party funds are available)

Note for early-career researchers:

Doctoral candidates, post-doctoral researchers and habilitants may apply to the Travel Fund for support.

1.4. Reimbursable Expenditure

Reimbursements are granted only upon submission of the original receipts for the costs actually incurred.

1.5. Non-Reimbursable Expenditure (Selection)

- Private costs (e.g. accommodation at the place of work; private portions of travel or stays)
- Meal costs at the place of work (within the City or Municipality of Basel), unless explicitly permitted by the Regulations
- Individual travel insurance (covered by the University's business travel insurance)

1.6. Accounting and Deadlines

- Expenses must be submitted without delay and no later than 30 days after completion of the trip or event.
- In cases of doubt, the Finance Directorate decides.

For further information and detailed provisions, please visit our intranet page on expenses.

2. Travel Expenses

Reisespesen / *Travel Expenses*		Policy	Limits
Deutsch	***English***		
Andere Unterkünfte	*Other accommodations*	§ 12	
Ausw. Verpflegung: Frühstück	*Travel meal: breakfast*	§ 11	CHF 15.00
Ausw. Verpflegung: Mittagessen	*Travel meal: lunch*	§ 11	CHF 35.00
Ausw. Verpflegung: Abendessen	*Travel meal: dinner*	§ 11	CHF 40.00
Bahnfahrten 1. Klasse	*Train travel 1st class*	§ 6	
Bahnfahrten 2. Klasse	*Train travel 2nd class*	§ 6	
Bus, Tram, S/U-Bahn	*Bus, tram, subway*	§ 6	
Eintritte und Führungen	*Admission fees / guided tours*	§ 5	
Flug Business Klasse	*Flight (Business class)*	§ 9, § 10	
Flug Economy Klasse	*Flight (Economy class)*	§ 9, § 10	
Geschenke Repräsentation	*Representation gifts*	§ 15	
Hotel	*Hotel*	§ 12	
Impfungen	*Vaccinations*	§ 5	
Kongressgebühren/Registrierung	*Conference fees/registration*	§ 5	
Mietfahrzeug / Benzinkosten	*Rental vehicle / Fuel costs*	§ 7, § 8	
Parking	*Parking*	§ 7, § 8	
Taxi	*Taxi*	§ 8	
Telefonie, Internet	*Telephone, internet*	§ 13	
Verpfl. Strateg. Anlässe	*Food Strategic Event*	§ 14	CHF 100.00
Verpflegung (Rep.) Anlässe Uni	*Food (Rep.) Uni Events*	§ 15	CHF 150.00
Verpflegung (Rep.) ext. Gäste	*Food (Rep.) Ext. Guests*	§ 15	CHF 150.00
Visa und Einreisegebühren	*Visa and entry fees*	§ 5	
Weiterbildungskurse	*Professional developm. courses*	§ 14	CHF 3'000.00

Further details on each expense type are available on our intranet page: https://intranet.unibas.ch/x/ipINAg

3. Other Expenses

Nicht-Reisespesen / *Other Expenses*		**Policy**	**Limits**
Deutsch	***English***		
Beileid	*Condolence gifts*	§ 14	
Büromaterial Kleinstbezüge	*Office supplies (small purchases)*	§ 13	
Druckkostenbeit. Doktorierende	*PrintCost contrb. doc students*	§ 13	
Eintritte und Führungen	*Admission fees / guided tours*	§ 5	
Erstellen Druckerzeugnissen	*Creation of printed materials*	§ 13	
Fachliteratur, Sachbücher	*Professional Literature*	§ 13	
Fotokopien, Skripten	*Photocopies, scripts*	§ 13	
General-Abo (GA)	*GA Travelcard*	§ 6	
Geschenke Lehrabschluss	*Graduation gifts*	§ 14	CHF 200.00
Geschenke Mitarbeitende	*Employee gifts*	§ 14	CHF 100.00
Geschenke Pensionierung	*Retirement gifts*	§ 14	CHF 300.00
Geschenke Repräsentation	*Representation gifts*	§ 15	
Halbtax-Abo	*Half Fare Travelcard*	§ 6	
IT-Verbrauchsmaterial	*IT consumables*	§ 13	
Kongressgebühren/Registrierung	*Conference fees/registration*	§ 5	
Küchenverbrauchsmaterial	*Kitchen supplies*	§ 13	
Mitgliederbeiträge	*Membership fees*	§ 13	CHF 1’000.00
Porti	*Postage*	§ 13	
Software (inkl. Lizenzen)	*Software (including licenses)*	§ 13	
Telefonie, Internet	*Telephone, internet*	§ 13	
Verpfl. Kurze Sitzung	*Food Meetings (short)*	§ 14	CHF 15.00
Verpfl. Lange Sitzung	*Food Meetings (full-day)*	§ 14	CHF 50.00
Verpfl. Strateg. Anlässe	*Food Strategic Event*	§ 14	CHF 100.00
Verpflegung (Rep.) Anlässe Uni	*Food (Rep.) Uni Events*	§ 15	CHF 150.00
Verpflegung (Rep.) ext. Gäste	*Food (Rep.) Ext. Guests*	§ 15	CHF 150.00
Verpflegung Antritt/Abschied	*Food Inaug./Farewell Lecture*	§ 14	CHF 50.00
Verpflegung Berufungsverfahren	*Food Appointment Process*	§ 14	
Verpflegung Neueintritte	*Food New Hire Welcome*	§ 14	CHF 50.00
Verpflegung Pers.Anl. (ganze)	*Food Staff Events (Org Unit)*	§ 14	CHF 200.00
Verpflegung Pers.Anl. (klein)	*Food Staff Events (Group)*	§ 14	CHF 100.00
Verpflegung Würdigung/Erfolg	*Food Recognition/Apéro*	§ 14	CHF 100.00
Weiterbildungskurse	*Professional developm. courses*	§ 14	CHF 3’000.00

Further details on each expense type are available on our intranet page: https://intranet.unibas.ch/x/ipINAg

4. Expenses concerning SNF projects

Spesenarten: SNF generally not allowed	
Deutsch	***English***
Bahnfahrten 1. Klasse	*Train travel 1st class*
Flug Business Klasse	*Flight (Business class)*
Impfungen	*Vaccinations*
Beileid	*Condolence gifts*
Büromaterial Kleinstbezüge	*Office supplies (small purchases)*
Druckkostenbeit. Doktorierende	*PrintCost contrb. doc students*
Erstellen Druckerzeugnissen	*Creation of printed materials*
Fotokopien, Skripten	*Photocopies, scripts*
General-Abo (GA)	*GA Travelcard*
Geschenke Lehrabschluss	*Graduation gifts*
Geschenke Mitarbeitende	*Employee gifts*
Geschenke Pensionierung	*Representation gifts*
Geschenke Repräsentation	*Retirement gifts*
Halbtax-Abo	*Half Fare Travelcard*
IT-Verbrauchsmaterial	*IT consumables*
Küchenverbrauchsmaterial	*Kitchen supplies*
Mitgliederbeiträge	*Membership fees*
Porti	*Postage*
Software (inkl. Lizenzen)	*Software (including licenses)*
Telefonie, Internet	*Telephone, internet*
Verpflegung Antritt/Abschied	*Food Inaug./Farewell Lecture*
Verpflegung Berufungsverfahren	*Food Appointment Process*
Verpflegung Pers.Anl. (ganze)	*Food Staff Events (Org Unit)*
Verpflegung Pers.Anl. (klein)	*Food Staff Events (Group)*
Please attach any individual contractual agreements with the SNSF when submitting expenses in these categories.	

All other expense types must be settled using the previous form:
(University intranet → Finance → Financial Accounting → Expenses → Excel expense form)