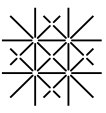


Types of expenses in travel management

Travel expenses:

Description:	Explanation:
<i>Train</i>	All kinds of train tickets
<i>Fuel for company / rental car</i>	Fuel for company / rental car
<i>Bus, Tram, S/U-Bahn</i>	half with half-fare subscriptions or full price
<i>Fight</i>	All flights -> after the trip has been billed, please enclose your boarding pass.
<i>Hotel including breakfast</i>	Hotel including breakfast
<i>Hotel excluding breakfast</i>	Hotel excluding breakfast
<i>Vaccination</i>	Vaccinations that have to be carried out specifically for a trip.
<i>Credit card fees</i>	Fees for the BKB credit card, which can be obtained at special conditions
<i>Congress fees / registration</i>	Registration at congresses, etc .; no membership fees
<i>Rental car</i>	Renting a vehicle excluding refueling
<i>NF-package in Switzerland</i>	Fill in on a separate sheet and only fill in the amount. Enclose the printed sheet with the trip. The settlement of flat-rate expenses is only possible in exceptional cases. Please contact Ms. Silvia Walzer, Controlling & Reporting department, in advance for clarification.
<i>NF-package in foreign countries</i>	Fill in on a separate sheet and only fill in the amount. Enclose the printed sheet with the trip. The settlement of flat-rate expenses is only possible in exceptional cases. Please contact Ms. Silvia Walzer, Controlling & Reporting department, in advance for clarification.
<i>Parking</i>	Parking fees
<i>Travel insurance</i>	Cancellation protection and personal assistance
<i>Taxi</i>	Taxi costs (only if it is unreasonable to use public transport)
<i>Telephone, fax, internet</i>	Expenses for business phone calls, faxes and fees for internet access (e.g. in a hotel)
<i>Maintenance of company / rental cars</i>	Various costs for company / rental cars, including small repairs (not refueling)
<i>Catering on the way</i>	Normal meals on the way
<i>Visa</i>	Travel visa



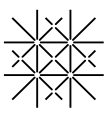
Not travel expenses:

Description:	Explanation:
<i>Catering for guests / work lunches</i>	We invite guests at the expense of the university
<i>Purchasing food for events</i>	Purchase of food for workshops, meetings, etc.
<i>Specialist literature, non-fiction books</i>	Literature that is not inventorised (no historical value, no > 999.95 CHF)
<i>Photocopies, scripts</i>	Photocopy prices
<i>General-subscription</i>	Handling according to the separate description under item "Procedure for general subscription"
<i>Half-fare subscription</i>	Handling according to the separate description under item "Procedure for Half-Fare travelcard"
<i>Membership fees</i>	Annual membership fees
<i>Porti</i>	Franking
<i>Representation, Gifts</i>	Advertising, gifts to internal and external parties
<i>Continuing education courses</i>	Course fees for further education required and funded by the university (not semester fees!)

ALL OTHER TYPES OF EXPENSES ARE TO BE ACCOUNTED WITH THE PREVIOUS FORM (University website -> Document -> Employees -> Finances -> Forms and booking receipt -> Expense report (Excel))!

The following should also be noted:

- No double-sided copies
- No stapels
- Glue everything neatly and tidily



Procedure for half-fare subscriptions

State:	Invoice:
Half-fare subscription reimbursed by the university	Refund of the half-fare price per trip
Half-fare card bought privately	The full price of the rail way ticket will be reimbursed up to twice the price of an SBB Half-Fare annual subscription is reached. After that, the half-fare card prices for the journeys will be reimbursed. Example: Return by train Basel-Bern at half-fare: CHF 34.00 -> Reimbursement of the full price of CHF 68.00: CHF 34.00 for reimbursement of the Basel-Bern return train journey at half-fare and CHF 34.00 as a partial reimbursement of the half-fare card
Half-fare card not available	The train rides are fully reimbursed. If the employee is traveling for more than twice the price of a half-fare annual subscription, the purchase of one is recommended. This means that the employee buys the Half-Fare travelcard and has it refunded by showing the purchase receipt.
The half-fare subscription is paid for by external entities	Refund of the half-fare price per trip.

Proceed with general subscription:

State:	Invoice:
General subscription reimbursed by the university	This has to be approved by the Administrative Directorate.
General subscription bought privately	The full price of the rail way ticket will be reimbursed up to twice the price of an SBB Half-Fare annual subscription is reached. After that, the half-fare card prices for the journeys will be reimbursed. The printed fare counts as receipt. Example: Return by train Basel-Bern at half-fare: CHF 34.00 -> Reimbursement of the full price of CHF 68.00: CHF 34.00 for reimbursement of the Basel-Bern return train journey at half-fare and CHF 34.00 as a partial reimbursement of the half-fare card
General subscription is paid for by external entities	No reimbursement of travel costs