
Last update by FINRISK Admin: September 2013

Reimbursement of travel and/or accommodation expenses by NCCR FINRISK for PhD students in connection with Doctoral Courses / Doctoral Workshop

Please be informed that the NCCR FINRISK will cease its activities as of October 31, 2013 (to be continued within Swiss Finance Institute). If you intend to claim any expense reimbursement from NCCR FINRISK, please submit the respective expense claim form until **October 28, 2013 at latest.**

- Doctoral Students from any NCCR FINRISK- associated institution are eligible to apply for reimbursement.
- Reimbursement will be paid for travel / accommodation expenses in connection with any doctoral course or workshop listed on the NCCR FINRISK website.
- We consider only applications by students who successfully pass the doctoral course (i.e. pass the related exam). A copy of the course certificate should be submitted together with the expense claim form.

If not otherwise stated, students will be paid the following amounts:

Accommodation expenses:

- up to SFr. 70,-- per person per night upon submission of the respective invoices.
- SFr. 30,-- per person per night when no invoice is provided.

Travel expenses:

- return ticket for train, 2nd class, half-fare, upon submission of the respective original tickets (or copy of "SBB GA travelcard").
- The owner of a "SBB GA travelcard" can claim the amount for a half price train ticket.

Please submit your expense claim form together with the original invoices and receipts to the following address: FINRISK Administration, Ms Rina Nuñez, Rämistrasse 66, CH - 8001 Zurich.

Travel expenses - Specific Rule for any SFI PhD student listed on the SFI website

www.swissfinanceinstitute.ch/phd_program/phd_current_students.htm :

Please be informed that as of March 2009, any SFI PhD student is entitled to claim once the fee for a "SBB Half-Fare travelcard" (for one or two years) from FINRISK.

Condition: annual costs for train tickets to be reimbursed by FINRISK must exceed the fee for the "SBB Half-Fare travelcard" (i.e. 175 CHF or 330 CHF)!

Please submit a request for reimbursement of your "SBB Half-Fare travelcard" (copy of it needed) together with the train tickets (the collected train tickets must exceed the total amount of 175/330 CHF).

Please note also that FINRISK does not reimburse (part of) the fee for the "SBB GA travelcard".

Expense claim form

The form can be downloaded from our website

www.nccr-finrisk.uzh.ch/media/pdf/FINRISK_Expense_Claim_Form.xls

Please indicate the following items on this form:

- a) Your full name and private address (i.e. address registered by your bank)
- b) Your bank details
 - CH: Name and address of the Bank and Account number
 - EU: Name and address of the Bank, Account number and IBAN number
 - Other countries: Name and Address of the Bank, Account number, Routing or ABA number
- c) The details for all of the claimed expenses (including the date, supplier name, a brief description of expenses incurred). If expenses were incurred in foreign currency: please calculate the corresponding Swiss Franc amount and indicate the exchange rate used for this calculation (see e.g. <http://www.x-rates.com/calculator.html>)

Original receipts / invoices

Please submit only original invoices/receipts *stating the full details* of the respective payment.

Receipts stating only the amount paid without indicating any details of the purchased items will not be accepted.

Attach all receipts (including the A5 format) with scotch tape (adhesive tape) to an A4 sheet. Adhere **ONLY** the upper part of the receipts. Do NOT use stapler.

For any related questions, please contact Ms Rina Nuñez from FINRISK Admin: rina.nunez@bf.uzh.ch
Please check regularly for any changes / updates of these rules.

Last update by FINRISK Admin: September 2013