

FINRISK Guidelines for Reimbursement of Research Expenses

The NCCR FINRISK accounts are managed by the University of Zurich (UZH). All payments are processed by the UZH accounting department. To ensure smooth and timely processing, please comply with the following guidelines (available on http://www.nccr-finrisk.uzh.ch/media/pdf/FINRISK_Reimbursement_2013.pdf).

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.**

A) Which expenses can get reimbursed?

All claimed expenses must be legitimate NCCR FINRISK linked research expenses clearly contributing to research output, without reimbursement payment from another party. All claimed expenses must be kept at a "reasonable" level, otherwise they will not be fully reimbursed and compensation from another source may be required (third party or private).

A cost is "reasonable" if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. If there is any doubt as to the reasonability of costs, the FINRISK Administration [rina.nunez@bf.uzh.ch] should be contacted for **pre-approval** of any planned expenditure (in addition to the approval by the project director). Any excessive/unreasonable cost may result in personal expense to the claimant.

The following specific comments and restrictions apply:

A1. Travel expenses

Research related travel expenses (e.g. for conference participation, work with co-author on research project, etc) will be reimbursed upon submission of the original invoices / receipts. A certificate of attendance shall be submitted (if available).

The preferred means of travel for business trips is public transportation. Price reductions for regular traveling must be considered (e.g. *SBB point-to-point season tickets*).

The owner of a "*SBB GA travelcard*" can claim the amount for a half price train ticket.

The fee for an "*SBB Half-Fare travelcard*" (for one or two years) can be claimed if annual costs for train tickets to be reimbursed by FINRISK exceed twice the fee for the "*SBB Half-Fare travelcard*".

The *use of private vehicles* can be reimbursed if this will save considerable time or costs. If you use a private car for a business trip, the reimbursement request then needs to include a brief explanation. We will reimburse SFr. 0.60 per kilometer.

Taxi's can be used exceptionally if this will save considerable time or in unfamiliar cities.

Expenses for private vehicles / *taxi's* submitted without further explanation will get only partially reimbursed, i.e. up to the cost for regular public transportation (bus / train).

Parking charges can only be reimbursed in exceptional cases; the reason must be indicated.

Flights: only the cost for an Economy class ticket will be fully reimbursed. Business class tickets for intercontinental flights can get partly reimbursed (up to the cost for a regular Economy class ticket).

A2. Accommodation expenses

Overnight stay in a middle class hotel (***) will be fully reimbursed (including accommodation, taxes, breakfast). Expenses for overnight stay at upper class hotel (**** or better) can get partly reimbursed (up to the cost for a middle class hotel). The NCCR will reimburse maximal 80 % of cost for stay at **** hotel. The NCCR will reimburse maximal 60 % of cost for stay at ***** hotel.

Reimbursement of accommodation expenses related to a "longer" research stay (i.e. for more than 15 nights) requires written pre-approval by the respective FINRISK project director, who should sign the corresponding letter of agreement (see also separate document "FINRISK expense reimbursement for research stays").

A3. Expenses for food etc.

Expenses for food or beverages will NOT be reimbursed.

Phone calls while travelling can be reimbursed if you indicate the business reason for the call. Personal phone calls will not be reimbursed.

A4. Other expenses (research material and equipment)

License agreement with data providers: please submit a copy of the license agreement indicating the details of the agreement, such as duration, fees etc. and indicate a contact person who ordered the dataset.

Expenses for books, academic journal subscriptions, membership to professional associations, software etc. can be reimbursed. **Equipment:** Please note that there is only very limited funding available for equipment (such as computer hardware) during the final phasing out of the FINRISK projects (i.e. year 12 until October 2013), **thus we will not (in general) reimburse any such expenses.** Under special circumstances (such as breakdown or theft of current laptop), FINRISK may (partly) reimburse such expenses upon motivated request (to be pre-approved by our SNSF auditors). Please contact FINRISK Administration [rina.nunez@bf.uzh.ch] for any such pre-approval.

High-speed internet connections to be used for working from home and office furniture will NOT be reimbursed.

B) Formal requirements & procedures for reimbursement

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.

B1. 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 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 (see e.g. www.x-rates.com/calculator.html)

Any expense reimbursement must have been pre-approved by the respective FINRISK project director.

B2. 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.

A duplicate of the original invoice will only be accepted in the case where the reimbursement is shared among several funds. In this case, FINRISK will reimburse at most half of the total amount.

For flights: E-tickets together with the boarding passes count as original tickets. "Passenger receipts" alone won't be accepted.

B3. Timeline

The expense claim form can be submitted at any time, the requested amount should exceed a minimum of SFr 100.- All expenses should be claimed within a 6-months period. Please note that the overall payment process can take several weeks. Please contact Ms. Rina Nuñez from FINRISK Admin [rina.nunez@bf.uzh.ch] in case you do not receive the requested payment within 3 weeks.