
Expense claims

Addendum – Regulations on USI indemnities and compensation

All information below is to be considered part of the regulations on USI indemnities and compensation and can also be accessed on the online platform (<http://rimborsi.lu.usi.ch>)

Legal basis

Regulations on indemnities and compensation (<https://www.desk.usi.ch/en/indemnities-and-compensation>)

- Regulation form (in Italian) - Swiss fiscal conference (http://www.steuerkonferenz.ch/downloads/kreisschreiben/ks025_plus_npo2009_i.pdf)

Preconditions

- Expense claims must be duly documented with original receipts (especially for meals a detailed receipt is required, credit card receipt only will not be accepted) and, in general, with documents including travel information and purpose to facilitate the review process (include a travel plan, flight, train reservations, shuttle, hotel, conference invitation or certificate of attendance)
- Should the expense claim lack of the information required for reimbursement, a forfeit will be applied following USI standards (especially those related to the use of private vehicles or taxis, hotel rates, etc.)
- Use of personal debit/credit cards: bank slips and/or statements presenting a flat rate will not be accepted unless accompanied by the original slip with a detailed description of the expense
- Expenses that are not strictly related to the claimant's line of work at USI will be further verified by USI Administration, which reserves the right to deny reimbursement
- Users are invited to submit expense claims in timely manner (no later than 30 days after the event that generated the claim), and in all cases by end of the calendar year (Regulation on indemnities and compensation, art. 3 cpv. 6). Expenses for funded projects (such as SNSF) must be submitted by the end of the project, failing prompt submission USI will not take charge of late claims (Regulation on indemnities and compensation, art. 3 cpv. 4).
- Users are invited to verify on a regular basis the status of their claims on the online platform. Once approved, expense claims can no longer be amended. All changes of expenses are justified in the relevant form

Flat rate and meals

- A forfeit for meals is applicable only under special circumstances when collecting receipts is difficult (excluding Europe, the United States, and other major cities in the world)
- For conferences, a confirmation of registration must be submitted together with the programme, a receipt of the payment of registration fees, and original documentation stating if meals are included
- Claims for meals presenting flat rates must be duly justified; if not: 1) USI Administration has the right to ask for further explanations 2) reimbursement of the amount will be denied
- Meals between internal USI members (professors, lecturers, PhD, Post-Doc, students, staff) in Lugano are not refundable by USI budget, but through personal funds, when available

- In case of meals involving more people and one single receipt: as a rule of thumb the original receipt is required. In case it is impossible to present an original receipt, a copy highlighting the expenses claimed must be submitted together with the name of the holder of the original receipt
- Breakfast should be included in the overnight stay fee. If not included, breakfast will be reimbursed only if the total amount of meals per day does not exceed CHF 75.- (Regulations on indemnities and compensation, art. 5, cpv 1). Flat rates for breakfast will not be reimbursed
- Airport meals for intercontinental flights at both departure and final destination will not be reimbursed as they are included in the flight fare

Entertainment and business meals

- In accordance with art. 6 of the Regulations on indemnities and compensation, main meals with guests (lunches and dinners) are claimable. Breakfast and refreshments will no longer be reimbursed
- Meals with guests who do not work for the university: we ask to comply with the Regulations on indemnities and compensation, art. 6 cpv. 1. For cost effectiveness we ask to keep the number of guests limited, accordance with the type of event
- For PhD dissertation defenses a lunch or dinner will be reimbursed (pre, or post defense), involving the members of the jury, the assistant who is discussing his/her thesis, the supervisor, and the PhD coordinator. Third parties such as other group members, relatives, spouse, etc. will not be reimbursed by USI, and will be charged to a personal fund, if available. For expense restrictions please refer to the Regulations on indemnities and compensation art. 6 cpv. 1

Hotel stay and accommodation

- Hotel and accommodation expense claims are according to Regulations of indemnities and compensation art. 5, cpv. 1 with the exception of hotels affiliated to conferences. Proof of affiliation must be included in the event's official programme
- In case USI limits are exceeded, USI Administration reserves the right to apply USI regulations by carefully reviewing the location and/or the time of the year, and eventually granting a refund of max CHF 160.-

Entertainment expenses and/or gifts

- In general, gifts to third parties (chocolate boxes, flowers, books, etc.) will not be reimbursed through USI funds but through personal funds, when available. If a personal budget is not available, the claim will be denied

Online bookings and reservations

- For online reservations or orders (travels, goods, or services) the expense claim must include a proof of payment, i.e. bank account or credit card statement
- For online hotel reservations, the hotel receipt (available upon check out) must be presented with the claim

Conferences

- A registration confirmation, and attendance certificate (or an official document as proof of participation) must be submitted with the expense claim, together with the conference programme
- If the expense claim for accommodation at a conference is significantly higher than USI standards (Regulations of indemnities and compensation art. 5, cpv. 3) it is required to attach a list of participating hotels

Flights

- For cost effectiveness reason, all flights must be booked at least a month in advance
- Boarding passes must be submitted with the claim also for flights pre-paid by USI
- USI accepts only coach/economy fare
- Business fare is not admitted on USI budget. The difference between coach and business fare – verified by USI Administration in processing the claim - will be charged to personal funds, if available
- Expense claims regarding extra leg-room and seat reservation will not be processed through USI funds. Personal funds will be used if available. Except for: 1) flights where reservation is

mandatory or strictly recommended 2) prior agreements with USI Administration (such as medical conditions, pregnancy, equipment transportation, etc.)

- Fares for checked luggage are accepted and processed through USI funds only for stays from 4 nights. Exceptions are allowed upon approval
- Travel insurance will be reimbursed only if mandatory for visa purposes, or when traveling to a 'high risk country'. Insurance policy must be limited to the travel period. Private/personal travel insurance will not be accepted
- Flight delays or cancellation and consequent re-booking or additional overnight stays must be duly documented by the airline, pictures of timetables, or smartphone screenshots, or dedicated sites stating the delay or cancellation
- Frequent flyer miles earned on business trips must be used for business purposes only. All private use is forbidden

Car travel

- Reimbursement for the defined fee per kilometre is accepted only under special circumstances or when duly justified (when traveling with other individuals, transporting materials, lack of public transportation) and is subject to prior approval by USI Administration. Authorisation has to be called for any single journey, previous authorisations are not eligible by analogy
- In accordance with Regulations on indemnities and compensation, USI reimburses the cost of travel by private vehicle for the public transport equivalent fare, especially when the destinations are within reach of public transport
- The itinerary must be duly documented (ex. www.viamichelin.com or other sites) and the use of the vehicle must be previously approved. The expense claim must include all original receipts (gas station receipts, road tolls and parking)
- For long haul (over 400 km), the expense claim may be considered by presenting all original receipts for gas, road tolls, and parking, subject to prior authorisation by USI Administration

Half-fare travel card

- Swiss FFS Half-Fare travel card can be bought or renewed through the relevant offices only in case of 3 or more job related travel in Switzerland, up to the total cost of the Swiss pass
- If the travel card is purchased personally, the expense claim can be submitted subsequently to all the trips, together with the receipt of the travel card, copies previously purchased tickets, or the ID number of the reimbursement related to the trips

Dropbox account

- Purchase of licences and additional storage space on Dropbox is permitted only through personal or project funds (if the project covers such expenses)
- Alternative solutions are provided by USI IT Service (sistema.lu@usi.ch)

Memberships

- Membership reimbursement will be accepted only if said membership allows for a discount on the conference fee and only if mandatory for attendance
- The cost of membership will be reimbursed only after proven participation in the conference (certificate of participation)

Publishing fees

- Fees for publishing of scientific papers are reimbursed only through personal funds and through project funds that cover such expenses; for projects funded by the SNSF, said fees will be reimbursed only if they are included in the budget, and only for publications that appear on the SNSF list (open access)

Books

- The procedure for ordering books is to purchase them through the USI library and the Dean's Office for the Faculty of Informatics
- All claims for private purchase of books will be reimbursed only through personal or project funds, when foreseen by the relevant budget

Poster



- Posters must be printed through Onys Copy Center in the main building. Exceptions will be assessed by USI Administration
- Outsource printing is authorised should it be necessary to check the poster as hand or hold luggage for travel

Cash withdrawal fees

- Fees deriving from cash withdrawal during a job related journey are not eligible for refund

Hardware / software

- Hardware and software is to be purchased through USI IT Services
- All claims for private purchase of hardware and software will be reimbursed only through personal or project funds, when foreseen by the relevant budget

USI Business Travel Desk

- For cost containment reasons (Regulations of indemnities and compensation, art. 3, cpv. 1) it is recommended that all travel be booked through Mattia Tamò, gestione-viaggi.lu@usi.ch, and Jacinta Vigni Barth for the Faculty of Informatics, bookings.inf@usi.ch. We also ask to book in advance, including all relevant information on the costs approval form provided by USI Business Travel Desks

Expense claims for guests

- Expense claims and personal information forms for guests are available for download at the reimbursement platform (<http://rimborsi.lu.usi.ch>)
- All said regulations apply also to guests

Reimbursement to institutions / companies / legal entities

- An invoice with original receipts must be submitted for all claims that need to be reimbursed on checking accounts belonging to institutions, companies, and legal entities in general

Lugano, 01.01.2019
Human Resources Area