

Expense Regulations

Resolution of the President's Board of 4 April 2006

Spesenreglement_0406.doc

This English translation serves information purposes only. The original German version is the legally binding document.

With reference to § 38 of the Staff Regulations of the University of Basel of 22 October 1998, the President's Board adopts the following:

I. General provisions

§ 1 Scope

¹ The guidelines for the reimbursement of University of Basel staff expenses applies to expenses incurred by University of Basel staff in connection with business travel. In particular, this includes travel to meetings of external bodies, travel for coordination tasks and travel to professional training events, as well as expenditure incurred in entertaining guests.

² These regulations do not apply to:

1. Travel for teaching purposes (field trips etc.). Expenses for this fall under teaching.
2. Assistants' travel costs that, according to the regulations concerning the administration of the University of Basel Travel Fund of 16 December 1996 and the applicable guidelines for the University of Basel Travel Fund, can be applied for and covered by the Travel Fund.

³ Expenses shall only be paid within the available expenses budget of the organizational unit of the university. This also applies to expenses paid from external funding. The expenses policy of the Swiss National Science Foundation (SNSF) applies to expenses covered by the SNSF.

⁴ Expenses must be approved in advance by the employee's immediate supervisor. If multiple supervisors share responsibility for an expense budget, they must agree upon how it is to be allocated.

⁵ Flat-rate expenses are not covered by these regulations and are shown on the salary statement.

§ 2 Minimizing expenses

¹ Staff shall minimize their business expenditures through careful planning and implementation of outside activities.

² The following priorities apply for professors' travel costs:

1. If possible, expenses must be covered by external invitations.
2. If outside options are exhausted, expenses are to be covered by external funding (SNSF etc.).
3. If there is no external funding available, expenses will be covered by department/institute funds (operating loan).

² The following priorities apply for assistants' travel costs:

1. If possible, SNSF project funds must first be claimed in the case of junior staff in SNSF positions.
2. The Travel Fund approves travel expenses on request, on a sliding scale by income category.
3. Departments and institutes also make reasonable contributions.

As a guideline, doctoral assistants should be given the opportunity every other year and postdoctoral assistants every year to obtain funding to attend and actively participate in a conference. Additional contributions may be made if resources and the quality of applications allow.

Expense Regulations

Resolution of the President's Board of 4 April 2006

Spesenreglement_0406.doc

§ 3 Reimbursable expenses

Expenses shall only be reimbursed against submission of original receipts.

II. Travel

§ 4 Travel expenses

¹ The University of Basel reimburses the business travel expenses of its staff and of individuals for whom they are responsible.

² Expenditures for travel between a private residence and the usual place of work do not constitute business travel. Special agreements remain reserved.

§ 5 Use of public transportation

¹ Public transportation must be used for business trips.

² Lecturers, management staff and individuals traveling with them may purchase first-class tickets when traveling by train. Second-class train journeys shall be reimbursed in all other cases.

³ The university covers the half-fare price for each train journey and the one-time cost of the current annual fee for a half-fare card if this is expected to result in lower costs for train travel overall. The full cost of train travel shall be covered in all other cases.

§ 6 Use of private vehicles for business purposes

¹ Expenses for the use of private vehicles for business purposes shall be covered if the time or cost involved in using this mode of transport is significantly lower or if use of public transportation is unfeasible.

² If a private vehicle is used despite good public transportation being available, the cost of first-class train travel (full fare) will be reimbursed. If the fare cannot be determined, a cost per kilometer will apply in accordance with the expenses regulation of the Canton of Basel-Stadt (164.420, § 5).

³ The owner carries the full risk of operating a private vehicle (costs, insurance etc.) and this risk cannot be transferred to the university.

§ 7 Taxi journeys

Taxi journeys must be kept to an absolute minimum and taxis must only be used if travel by public transportation is impossible or unfeasible.

§ 8 Air travel

¹ Air travel must only be used when absolutely necessary.

² Air travel will generally be paid at the cost of economy class. Exceptions are subject to approval; requests must be submitted to the HR department.

³ Insurance must be taken out to cover the risk of cancellations or changes to bookings. The university will not cover any cancellation costs or fees for changes to bookings.

III. Meals and accommodation

§ 9 Expenses for outside meals

The university will cover the reasonable cost of outside meals for its employees and those they are accompanying for business purposes upon presentation of a corresponding receipt or bill.

Expense Regulations

Resolution of the President's Board of 4 April 2006

Spesenreglement_0406.doc

The maximum amount is limited to CHF 30 per person for meals including drinks per day. Where work-related travel covers multiple days, the maximum payment for food and drinks is CHF 50 per day.

§ 10 Hotel accommodation expenses

The university will pay the costs of hotel accommodation for business purposes for its employees and individuals they are accompanying, usually in a mid-range hotel.

IV. Advances, receipts, claims and checks

§ 11 Advances on expenses

¹ A cash advance for travel costs can be obtained from the office of the relevant organizational unit of the university. The main cashier can provide the advance in a foreign currency if this is requested three working days in advance.

² A Eurocard provided by the university should generally be used to pay for hotel bills, flights and train tickets for the business activities of employees in management positions at the university. This Eurocard card can be requested from the Office of Finance and Controlling, University Accounting department.

§ 12 Expense claims

¹ Expenses must be claimed as soon as they are incurred by filling out the expenses form for university staff. Expense claims are checked and approved by the employee's supervisor and/or the accounting staff for the relevant university unit.

² Incomplete and unapproved expense claims will be rejected. Where necessary in exceptional cases, the Office of the Executive Director may sign and release expense claims for payment.

³ Smaller amounts will be reimbursed in cash, while larger amounts will be transferred to the employee's personal bank or post office account.

§ 13 Retention period

The payment office retains claims and receipts for 10 years.

V. Final provisions

§ 14 Validity

¹ These expense regulations were approved by the Basel-Stadt Cantonal Tax Administration on 2 June 2006.

² Based on this approval, the University of Basel does not detail the actual expenses incurred on salary statements.

³ Any changes to these Expense Regulations will first be submitted to the Basel-Stadt Cantonal Tax Administration for approval. The Tax Administration will also be informed if these Expense Regulations are rescinded without replacement or replaced with regulations that have not been approved by the Tax Administration.

§ 15 Entry into force

These regulations are effective from the date of approval by the Basel-Stadt Cantonal Tax Administration.