



**UNIVERSITÄT  
BERN**

## Application for Refund of Fieldwork Expenses 2023

MSc-Students are eligible for a maximum refund of CHF 800 and PhD Students are eligible for a maximum refund of CHF 2400 (Please read „Instructions for Fieldwork Expenses 2023“ before filling in this form).

Surname	First name	Email	
Address		Postal Code	
Enrollment number		MSc	PhD
Supervisor		<input type="checkbox"/>	<input type="checkbox"/>
Department/group			
Thesis title			

I have already received a refund from fieldwork	Year	CHF
MSc		
PhD		

### **INVOICE** *(receipts and details on separate sheets, please)*

Fieldwork expenses etc.	CHF
Congress/workshop expenses	CHF
TOTAL	CHF
<b>Total amount claimed with this application</b>	<b>CHF</b>

Postal account number
Bank name/address
IBAN

**Applicant signature:** \_\_\_\_\_ date: \_\_\_\_\_

**Supervisor signature:** \_\_\_\_\_ date: \_\_\_\_\_

I hereby confirm that no third-party funds are available

# Instructions for Obtaining Reimbursement of Fieldwork Expenses 2023

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## 1. Purpose

The available funds are designated for the partial reimbursement of field and conference/workshop expenses incurred by enrolled students in the context of their Master or PhD theses.

## 2. Guidelines for reimbursement claims

1. MSc students can apply for a maximum of CHF 800, and PhD students can apply for a maximum of CHF 2400.
2. MSc students are eligible for reimbursement over a time span of at most two years, and PhD students are eligible over a time span of at most four years.
3. **Exclusions:** Students with access to third party funds (Drittmittel) for the financing of the incurred costs are not eligible to apply for these funds. Such costs should be covered using the third party funds. Requests for an exemption are possible with a written justification.

## 3. Organisational Matters

1. **Invoicing:** The supervisor is to check the expenses on the application, sign the application and forward it to the Administration Office (Office 214) and within enrolment.
2. **Payment:** Payment of contributions can only be made to the beneficiary's Swiss bank or Postfinance-account.

## 4. Reimbursements - only with original receipts

- **Second class train tickets, with half-fare travelcard (Halbtax-Abo)** please enclose tickets **GA** please enclose copy, list ticket prices for your journey (to/from) in 2nd class with half-fare travelcard
- **km compensation** If a private or rental car is used, compensation of 18 cents per kilometer can be made. Your supervisor has to agree in advance and in writing that the use of a private vehicle is necessary
- **Tolls** for motorways, tunnels, fees for car transport can be reimbursed
- Long distance **flights**
- Reimbursement for **overnight accommodation** (max. CHF 50 per night) is possible only for the applying student
- **Congress fees** are reimbursed only in case of active participation (please enclose programme and abstract)
- **Reimbursement** for assistance in field work, interpreter, laboratory expenses is possible with original receipts, signed by your supervisor

**The completed form must be submitted on paper or mail with the original receipts**

Students who are not enrolled are not eligible for fieldwork refunds. Expense sheets with missing data on enrolment or on former field expense reimbursements will not be accepted. Please enclose copy of your current matriculation. The master thesis must be registered.