

Instructions for Obtaining Reimbursement of Bern Geography Excellence Award Expenses 2023

1. Purpose

The available funds are designated for the reimbursement of conference/workshop/summer school/exchange stays in another research organisation in Switzerland or Europe incurred by BSc students having received the Bern Geography Excellence Award and no later than 12 months after the award ceremony. The student has to choose a mentor among all the Unit Directors to choose an eligible event. The student is of course welcome to propose events of interest to the mentor.

2. Guidelines for reimbursement claims

1. BSc students can apply for a maximum of CHF 500.
 2. BSc students are eligible for reimbursement for an event for which the registration and payment takes place no later than 12 months after the award ceremony
-

3. Organisational Matters

1. **Invoicing:** The mentor is to check the expenses on the application, sign the application and forward it to the Administration Office (Office 214).
 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** and flights within Europe provided they follow the University Guidelines ([Nachhaltig unterwegs](#) and [Ampelsystem für universitäre Dienstreisen](#)).
- Reimbursement for **overnight accomodation** (max. CHF 50 per night) is possible only for the applying student.
- Food and drink can not be reimbursed. There are no daily allowances

**The completed form must be submitted on paper with
the original receipts and a copy of the Award**

Expense sheets with missing data will not be accepted.
