

Instructions for Obtaining Reimbursement for the Organisation of a Workshop on Equal Opportunities at the GIUB

1. Purpose

The funds made available by the GIUB Commission for Equal Opportunities are designated for the full/partial reimbursement of a workshop/course/event carried out by a Unit of the GIUB and pertaining to the broader topic of Equal Opportunities. Examples of possible workshop themes are “Unconscious Biases”, “Better Science”, “Inclusion and diversity”, “Stereotypes”, “Discrimination” etc...

2. Guidelines for reimbursement claims

1. Units can apply for a maximum of CHF 1500.
 2. Units are eligible for reimbursement of workshop taking place online or in presence at the GIUB.
 3. Only one workshop can be supported every year.
 4. The workshop should be open to all GIUB members and advertised as such.
 5. If several units apply in a given year, the maximum amount might not be available.
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3. Organisational Matters

1. **Approval:** The application form should be filled-out and sent to the GIUB Equal Opportunity Commission at least two months before the event. Please send to Prof. Dr. Carolin Schurr: carolin.schurr@giub.unibe.ch
 2. **Invoicing:** The Unit Leader is responsible for checking that the expenses match the requested funds and for emailing the contact details (email) of the workshop presenter(s) to Amaya Kollbrunner amaya.kollbrunner@giub.unibe.ch of the Administration Office (Office 214) within four months of the workshop. The email should also contain the signed application form. Amaya will contact the recipient directly and organise the reimbursement.
 3. **Payment:** Payment of contributions can be made to the beneficiary’s Swiss bank or Postfinance-account.
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4. Reimbursements for workshop presenters - only with original receipts

- **Second class train tickets, with half-fare travelcard (Halbtax-Abo)** please enclose tickets.
 - **Km compensation** If a private or rental car is used, compensation of 18 cents per kilometer can be made.
 - **Tolls** for motorways, tunnels, fees for car transport can be reimbursed
 - Reimbursement for **overnight accommodation** (max. CHF 50 per night) is possible only for the person(s) teaching the workshop.
 - The **fee or bill** of the workshop organiser, which usually contains all the above-mentioned items.
 - No reimbursement will be made unless the application form is duly signed by the GIUB Equal Opportunity Commission.
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