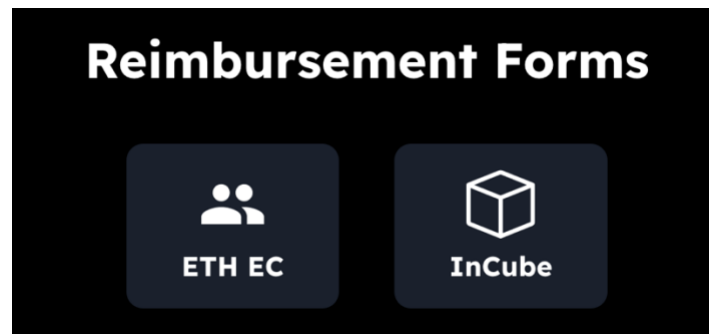


Reimbursement guide

How to choose the correct form

Two different reimbursement forms are present at the eth.ec/payment page.

1. **ETH EC:** Every expense related to all the committees of the club, including the events and the projects, such as Joinup.
2. **InCube:** Every expense related to the InCube committee.



How to fill the form

Both forms are identical to fill, except for the accounting data, which I will explain later on.

1. **Initial details:** requires personal information.
 - **Be sure to use the EC email**, meaning @entrepreneur-club.org, otherwise the request will not go through the process.
 - The amount should be put with a dot as a separator instead of a comma.
 - Make sure to put the exact amount with the proper currency, as shown in the receipt. **You will receive the amount requested in the chosen currency** to your bank account. In case the currency of the receipt does not appear in the choices, select "Other" and enter the 3-letter capital letter abbreviation of the currency (e.g. DKK, AUD, etc.).
 - Put the VAT number shown in the receipt, in Switzerland is 7.7 (updated in September 2022).

If the expense is made outside Switzerland and this value is not present on the receipt, just search on Google "VAT rate" and the name of the country. If it is not found, ask the VP of Finance.

2. **Create a Contact:** creation of an account and linking the banking details.
 - An account should be created to register the bank details when a reimbursement request is made for the first time, so that the money is sent directly to your bank account.
 - After the first time, every reimbursement request will be much faster, because the system already knows which account to send the money to.
 - The first 4 details are personal.
 - The "Bank Account Details" section requires more specific details, which can be found easily with your bank.
 - **It is highly important that the IBAN is correct**, otherwise the payment will not go through.
3. **Accounting Data:** inserting data to allow the accounting system to record the transaction and verify it.
 - Every expense can be insert in one of these accounts ("groups"). Based on the committee you are in, you should choose the proper one. Sometimes this choice is easy, whereas, in other cases, the boundaries of the accounts are overlapped or unclear. In case of doubts, please directly ask your VP about it. (E.g. expenses for Launch should go under Events – Launch)
 - The term of the payment indicates if the expense was made in the current semester or in the past. 2022-1 means spring semester 2022, 2022-2 means fall semester 2022.
 - The short description should include a brief summary of the expense.
 - **A photo or scan of the receipt is necessary for the reimbursement request to go through. Without a receipt, no reimbursement will be made.** In case of a missing receipt, a screenshot of the bank statement is better than nothing, but this practice should be avoided!

Important Information

- The amount requested will be reimbursed within 30 days.
- For any question, send an email to finance@entrepreneur-club.org, or directly send a message on Slack to Eric Bottinelli.

Contact

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