

Reimbursement Policy for EC Committee Members

General Rules

The rules for reimbursements as outlined below relate to personal expenses. Personal expenses are defined as expenses incurred in personal consumption, or the personal use of products and services. This includes, but is not limited to, personal travel and individual consumption of food. On the other hand, collective consumption, the purchase of products and services for use by the whole EC and any possible partners, can be done from the respective budget directly, provided approval is given by the responsible VP.

Personal expenses made for activities related to the EC should always be paid using a committee member's own financial means (cash, debit or credit card or bank transfer). Where such expenses fit the criteria as outlined below, it is possible to apply for a reimbursement, provided that unambiguous proof of payment is attached to the reimbursement request. Print receipts and print or digital invoices are accepted as such. Account transcripts are accepted as such for internal ETH payments and internal EC payments.

In the case of a large expense that is not financially viable for the member, the use of an EC credit card may be undertaken by asking the related VP.

Personal expenses made for activities related to the EC can only be reimbursed when such expense can be allocated under any existing budgetary item (accounts). Only the expenses effectively incurred for the EC are reimbursed.

For any personal expense that does not fit the criteria as outlined below, reimbursements are generally denied. In exceptional cases, eligibility for reimbursement of personal expenses can be presented for prior assessment by the VP of Finance

Travel

Meetings

Travel costs for regular (executive) committee meetings and other team meetings taking place within the city of Zurich (zone 110) cannot be reimbursed. Public transport travel costs for (executive) committee meetings taking place outside the city of Zurich can be fully reimbursed. Travel costs for meetings involving only selected committee members cannot be reimbursed.

Public transport travel costs for meetings with external partners taking place within the city of Zurich (zone 110) cannot be reimbursed. Public transport travel costs for meetings taking place outside the city of Zurich can be fully reimbursed.

Events, Representation and Task-related travels

Public transport travel costs for EC activities at ETH Zentrum or Hönggerberg can be reimbursed only when such event takes place on weekend days, or starts on weekdays after 19:00, and if committee members have registered for shifts to support such event. Travel costs for voluntarily attended EC activities where no support is required cannot be reimbursed.

Public transport travel costs for EC activities to other locations within the city of Zurich or outside the city of Zurich can be reimbursed only if committee members have registered for shifts to support an event or activity, and received prior approval from the VP of Finance. Committee members are expected to buy SBB Supersaver Tickets (Sparbillette) whenever possible.

Car

Use of the EC mobility car within the city of Zurich is allowed when the primary purpose is to transport goods belonging to the EC or purchased on behalf of the EC. Within the city of Zurich, the EC mobility car should generally not be used with the primary purpose of transporting passengers. In addition to transporting goods belonging to the EC, use of the EC mobility car outside the city of Zurich with the primary purpose of transporting passengers is allowed in cases where use of public transport would be more costly, or significantly more inconvenient (subject to prior approval from the President and VP of Finance).

Rental car costs can be reimbursed only when the primary purpose is to transport passengers or goods belonging to the EC outside the city of Zurich, in cases where use of public transport and the EC mobility car would be more costly, or significantly more inconvenient. Rental car bookings require explicit written prior approval from the President and VP of Finance.

EC Trips

Public transport travel costs up to the meeting point of the core travel group (e.g. airport or train station) cannot be reimbursed. In case any passenger deviates from the travel itinerary from the core travel group, a common reimbursement policy will be determined by the President and VP of Finance. In case of late arrival at the final destination, no compensation will be given for content or benefits missed, or for unused accommodation space.

Food

Meetings

Food or snacks will be provided at all All Committee and VP meetings for those who have indicated their presence by the stipulated deadline. Food purchased for meetings on other occasions, e.g. committee meetings, will generally be reimbursed just with prior approval by the related VP.

Events, Representation and Task-related activities

In case committee members cannot benefit from food provided at an event, and have registered for shifts exceeding 3 hours to support such event, they are entitled to an allowance of up to CHF 20.- per person to purchase food and drinks. Such allowance should not be used more than once per month per person.

During travels for EC activities outside the city of Zurich with a duration exceeding 3 hours, committee members are entitled to an allowance only in case such travels completely overlap with conventional meal times (07:00-09:00, 11:30-13:30, 18:00-20:00), up to CHF 10.- for breakfast and up to CHF20.- for lunch and dinner. Such allowance should not be used more than once per month per person.

Overnight Accommodation

Costs for overnight accommodation at any location within or outside of Switzerland are principally not reimbursed, but can be presented for prior assessment by the President and VP of Finance on a case-to-case basis. Where applicable, basic accommodation, such as a hostel, or inexpensive hotel or apartment may be refundable.

Print, Mail and Telecom

Costs for printing on behalf of the EC can be reimbursed, provided that ETH printing facilities have been used.

Costs for sending external mail (post) can be reimbursed. For internal ETH mail, committee members are expected to use the dedicated internal ETH mail services.

Telecom costs rising from phone usage within Switzerland are principally not reimbursed, but can be presented for prior assessment by the President and VP of Finance on a case-to-case basis. Telecom costs rising from calls abroad (from Switzerland or from abroad) can be reimbursed only when contacting external partners. When such costs are expected to exceed CHF 20.-, prior approval from the President and VP of Finance is required. Committee members are expected to make use of any subscriptions that entitle them to free or discounted telecom usage.

Contact

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