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Guidelines for reimbursements via the NCCR Evolving Language Office

Preamble

The following regulations specify the process of reimbursement via the NCCR Evolving Language Office (in the following NCCR). Please be aware of the following points:

1. These regulations do not apply to the process of reimbursement through the funds of your Work Package. For this purpose, please get in touch with the person who is responsible for managing the finances of your Work Package.
2. NCCR members are only entitled to claim reimbursements for events if this was previously and explicitly announced by the NCCR Admin Team. Just because an event is NCCR-related, you do not have an automatic entitlement to be reimbursed for your costs.

According to which regulations are expenses reimbursed?

Expenses are reimbursed in accordance with [the expense regulations of the University of Zurich](#).

How do I submit a request for reimbursement?

Please prepare one single PDF document per event (one PDF for the Summer School, one PDF for the SNSF Site Visit, etc.) and label them according to the following scheme: *CurrentDate_*
NAME_Reimbursement_EVENT (e.g. *20221001_Chomsky_Reimbursement_SiteVisit*).

Please enclose the following documents in the indicated order:

For members from the University of Zurich

1. Reimbursement form for UZH (Annex)
2. Copy of your employee ID card (*Mitarbeitendenausweis*)
3. All receipts (in chronological order)
4. Invitation to / agenda of the relevant event

For members from other universities

1. Reimbursement form for other universities (Annex)
2. All receipts (in chronological order)
3. Invitation to / agenda of the relevant event

Once you have compiled your PDF file, submit it to reimbursement@evolvinglanguage.ch.

Please note:

If several NCCR events take place within a few weeks of each other, we kindly ask you to wait for the last event to pass and then submit all reimbursement requests together in one e-mail. This will allow us to organize the reimbursement process in an efficient way.

A new reimbursement form must be submitted each time. The reason is the justification box which confirms for each trip that the costs have been submitted only to us.

Train tickets

We highly recommend the purchase of a half-tax abonnement from the SBB. The NCCR reimburses only half-fare price tickets.

No train tickets from or to the home address will be reimbursed if the trip is via the place of work.

It can be assumed that everyone has a valid ticket from their home address to their place of work. In exceptional cases, tickets may be reimbursed but this must be communicated and approved prior to submitting the reimbursement request. Additionally, the approval must be submitted together with the reimbursement request.

Travelling by car

The NCCR will only cover travel costs by car in exceptional situations and after prior approval. If trips are made with a private car without prior approval, the costs will NOT be covered by the NCCR.

If a trip by car is approved the NCCR will pay CHF 0.70/ driven km up to 10,000 km per year, CHF 0.60/km above that.

Credit Card receipts

For credit card payments, we always require the original receipt showing the individual items. Bare credit card receipts without the original receipt cannot be accepted.

As these are mostly restaurant receipts, we must be able to ensure that **no tips** are charged via the NCCR.

FAQ

I am in possession of a GA Travelcard and therefore do not have to buy train tickets. How can I get reimbursed?

We require a copy of the purchase receipt for your GA Travelcard as well as the date, place of departure, and destination of your journey. The NCCR will then use the SBB webpage to calculate the cheapest fare and will reimburse you accordingly.

How long does it take for reimbursements to be processed?

Usually, the process takes four to six weeks from the submission of your request to the receipt of the refund. However, if several NCCR events are taking place within a few weeks, the process may take up to eight weeks since the NCCR Admin Team is receiving a lot of requests at the same time.

We, therefore, kindly ask you to only enquire about the status of your reimbursement if more than eight weeks have passed since you submitted the relevant request.

I had to cancel my participation in an NCCR event, but I have already bought a train ticket. Can I still get reimbursed?

If the ticket has not yet reached its date of validity, we kindly ask you to simply return your ticket ([see SBB homepage for the procedure](#)). This is possible free of charge in most cases. If you should be charged an administrative fee, the NCCR will cover it. If you had to cancel your participation on the date of validity of your ticket, the NCCR will reimburse you for the ticket.

What do I do with my tickets and original receipts once I have submitted the request?

Please hold on to your original receipts and tickets until your costs have been reimbursed. Once you have received your reimbursement, you can dispose these documents.