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Please be aware that guidelines can be updated. Make sure to consult the most current document on our website.

Guidelines for reimbursements via the NCCR Evolving Language Office

Guidelines for reimbursements via the NCCR Evolving Language Office	1
Preamble	2
NCCR-wide Events vs. NCCR-related events	2
How do I submit a request for reimbursement?	3
Train tickets	3
Travelling by car	4
Flights	4
Accommodation	4
Food expenses	4
Receipts	5
Visa	5
Travel insurance	5
FAQs	6



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Swiss National
Science Foundation

The National Centres of Competence in Research (NCCRs) are a funding scheme of the Swiss National Science Foundation.

Preamble

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

Please note that the regulations stated in this document on the covered costs apply to **all reimbursements covered by NCCR fundings** (NCCR-Office, WP and Grants). If costs which do not comply to the guidelines are covered by the WP, we will ask for internal rebooking.

Definitions:

- **NCCR-wide** events: events organized by the NCCR office for all members of the NCCR (such as annual retreats, social events and project meetings)
- **NCCR-related** events: Events which are related to the NCCR and/or organized by NCCR researchers (such as WP and Task meetings, inter-cantonal NCCR collaborations, symposia and workshops)

NCCR-wide Events vs. NCCR-related events

Generally, NCCR members can only claim reimbursements via the NCCR Office for **NCCR-wide events** if this was previously and explicitly announced by the NCCR Admin Team (such as annual retreats, social events and project meetings).

For other **NCCR-related events/trips** (such as WP and Task Meetings, inter-cantonal NCCR collaborations, etc.) please get in touch with your PI first to determine whether the WP will cover the costs or if you apply for a [“short- and long-term mobility support”](#) via NCCR office.

Please note that the NCCR office **cannot** process or cover expenses for **NCCR-related events/trips** without prior submission and approval of an application for the respective mobility support.

How do I submit a request for reimbursement?

For UZH Members:

UZH has introduced a new reimbursement process through [Yokoy](#). Once you've submitted the [NCCR reimbursement form](#) and your receipts have been verified, we will provide you with the correct account number for Yokoy. Please submit your receipts on Yokoy within one week after you have received confirmation from the NCCR Office.

For members from other universities

Reimbursement requests must be submitted **no later than two months** after an event via the [online reimbursement form](#). Requests submitted after this deadline will not be processed.

Reimbursement request must include the following documents:

- Invitation, agenda or program (booklet)
- All invoices or receipts (bank statements alone are not sufficient)

Please note, that these processes only apply to reimbursements processed by the NCCR office. For costs that are covered by the WPs please submit your receipts directly to the person who manages the WP Budget at your university (not the NCCR Admin Team).

Train tickets

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

- PhDs and PostDocs are reimbursed for second-class tickets to the destination.
- PIs, AIs, SAs and management are reimbursed second-class tickets in the canton of their home institution. If the destination is outside the canton, first-class tickets are reimbursed.

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.

If a privately financed GA travelcard is used, the cost of a half-fare ticket will be reimbursed.

For both short- and long-term mobility support only 1 round trip between the usual place of work and the temporary place of work is covered per week.

Normally, no onsite travel costs are covered. However, in well justified cases, coverage of onsite travel costs may be considered on a case-by-case basis (e.g., if it leads to a reduction in accommodation costs).

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.

Flights

Up to a travel time of six hours per way, the train must be used. Exceptions are only permitted for forcefully justified professional or personal reasons. Under these circumstances, the costs for a flight in economy class will be reimbursed. Generally, it is expected to prioritize the most environmentally friendly option, provided that the timing and financial constraints allow.

For intercontinental flights, please first contact finances@evolvinglanguage.ch to justify the need of a premium economy or business class flight.

Mileage credits, bonus points, awards and other credits that employees receive for business trips must be used for professional purposes.

Accommodation

If not mentioned otherwise, the NCCR reimburses a maximum of CHF 150/night including breakfast for NCCR-wide events. If the accommodation costs less than CHF 150, only the actual costs will be reimbursed. If breakfast is not included, the actual costs of the breakfast are covered up to 20 CHF if the total (accommodation + breakfast) is below the CHF 150 limit.

In the case of private accommodation with relatives or friends, the actual costs of a gift for the hosts will be covered, regardless of the duration of the stay, up to a maximum of CHF 80.

Food expenses

If additional expenses are incurred for lunch or evening meals away from home, the actual costs will be reimbursed, up to a maximum of CHF 20 per meal. Please note that for trips without overnight stay, only the costs for the lunch will be reimbursed.

Concerning breakfast please note the above regulation under accommodation.

Tips cannot be charged on NCCR-fundings.

For both short- and long-term mobility support, food expenses will not be covered for trips exceeding five overnight stays. It is advised to book accommodation with kitchen facilities to prepare meals, similar to home.

Receipts

For credit card payments, we always require the original receipt showing the individual items. Receipts only showing the total amount cannot be accepted, as we must be able to ensure that **no tips** are charged via the NCCR.

Visa

The visa for the period of field research is covered by the NCCR, provided it is not used for private travel afterwards.

Travel insurance

Travel insurance, exclusively for the duration of the field research, may be charged to the NCCR. However, this does not apply to travel insurance policies that have a longer validity period or travel insurance policies that are renewed annually.

FAQs

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 4-6 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.

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.

For further questions please consult our [FAQs](#), which are updated regularly.