

Information for Official Journeys at the Computer Vision Lab

General Information about travel expenses:

After the Travel: Please keep all original/electronic documents of your travel (see list below)!

- A) Travel costs paid directly by you: Please upload the receipts in ETHIS as PDF (Finanzen- Berufliche Auslagen-Belege erfassen und abrechnen) and send a notice to **Christine** and **Kris**.
- B) Costs paid via Credit Card: Please send us the receipts for Hotel and Flight as PDF as given below.

Flights: Financing via projects is only possible for

1. the direct flight from Zurich/Basel to the location of the business-event and back.
2. the event-related travel period (1-2 day before the event starts and after the event, depending on the duration and availability of the flight)

If you would like to integrate a not-business related trip (other period, other destination, this is ok, but we need a [comparison offer for the flight costs](#) requested at the same day you booked your flight (ZHR/BSL to event location and back, 1-2 days before the event starts and 1-2 days after the end of the event). This can be done via a screenshot with the date shown or a print-out of the Webpage.

It is not possible to book Business Class. If Business Class is cheaper than Economy, please provide also a comparison offer. Thanks a lot!

Flight	Please provide as PDF	<ul style="list-style-type: none"> • Invoice or • E-Ticket or • Booking confirmation <u>with E-Ticket number</u> • Only for EU-projects: Boarding pass (print out or mobile screenshot)
Train		Please provide the original Ticket or mobile screenshot
Hotel		Please ask for an invoice when leaving the hotel, the booking confirmation of booking.com or similar <u>is not sufficient!</u>
Public transport		Please provide the original Ticket
Taxi		Please ask for a receipt!
Rental Car		Please provide the invoice or –if not available- booking confirmation with the credit card statement (if not paid by Corporate Credit Card).
Private Car		Please provide the number of kilometers (only for the business-related trip)
Conference Fee		Please provide the online/E-Mail confirmation of the booking (including your name and the conference title and date). In addition a payment confirmation.
Meals		<ol style="list-style-type: none"> a) Please keep the receipt of the Restaurant or Café etc. (please indicate names of the persons) b) Or indicate the number of Flat rates for ETH-members (27.50 CHF Lunch or Dinner, 10.00 CHF Breakfast)

Please note: Credit card statements are never enough!

If there are any problems or questions, please inform us, we will find a solution for (almost) everything :-)! Many thanks for your help, CCK