

Reimbursement Rules

The amount for the reimbursements given below should be considered as maximum amounts (set by CUSO). Where possible, you should try to minimize these costs, so that the funds granted by the CUSO can be used for organizing as many activities as possible.

	SPEAKERS & ORGANIZERS	CUSO PHD STUDENTS
TRAVEL	<p>People invited from abroad: plane, economy class (on presentation of boarding passes); train, 1st class allowed.</p> <p>People resident in CH: reimbursed for the equivalent cost of the half-fare train tickets (1st class allowed) from their university to the place of the activity.</p> <p>Taxi & parking fares will not be reimbursed.</p>	reimbursed for the equivalent cost of the half-fare train tickets (2nd class) from their university to the place of the activity.
HOTEL	Hotel (1 night + breakfast with taxes): up to 190 CHF per night per person.	Hotel (1 night + breakfast with taxes): up to 90 CHF per day per person. Only if the place of the activity is more than an hours journey from their home
MEALS	40 CHF per meal per person (up to 2 meals/day). Welcoming Meal (only 1 per activity with max. 3 speakers & 2 organizers) : 60 CHF per meal per person	Lunch (collective only): 20 CHF per person (1 per day) Social Dinner (only 1 per activity & only if activity is at least 2 consecutive days): 35 CHF per person
EXTRA-MUROS ACTIVITIES	180 CHF per meal per person (including hotel, meals, coffee breaks, room reservation)	180 CHF per meal per person (including hotel, meals, coffee breaks, room reservation)
COFFEE BREAKS & APERITIF	Coffee breaks (1 break per half-day): 6 CHF per person Aperitif (once per activity): 10 CHF per person No more than 15 CHF per person and per day!	Coffee breaks (1 break per half-day): 6 CHF per person Aperitif (once per activity): 10 CHF per person No more than 15 CHF per person and per day!

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TEACHING	<p>Up to 300 CHF per hour and a maximum of CHF 2'300 per year (only for people invited from abroad) and maximum of CHF 12'000 per year (resident in CH from a non-CUSO University or from a CUSO University but hired at less than 100%)</p> <p>CUSO directly reimburses the teacher. So please do not directly pay the teacher from your own institute.</p>	

1. The main organizer of the activity accepts to respect the budget granted by CUSO.
2. CUSO reimburses a maximum of 4 speakers for a one-day activity, plus 2 extra speakers for each additional full day. CUSO reimburses a maximum 3 speakers from institutes outside Europe per activity.
3. CUSO reimburses the participation fees (travel, accommodation and meals) of a maximum of 3 organizers per activity.
4. CUSO only reimburses collective meals of CUSO PhD students (i.e. social lunch or dinner set up by the organizers).
5. The external participants (i.e. participants not belonging to a CUSO University, namely UNIBE, UNIFR, UNIGE, UNIL & UNINE) pay a contribution towards organizational costs. Under CUSO rules, the amount of the registration fee is calculated as follows: the sum of the fixed costs (expenses of organizers & speakers plus miscellaneous expenses such as coffee breaks, material) divided by the expected number of participants. You must then add an overhead of 25% of this amount per participant.
6. For any special expense (such as vehicle rental, specific material), please contact the coordinator of the doctoral program before the activity so that he/she can transmit your request to the CUSO and can check that it is reimbursable.