**EXPENSE CLAIM FORM**

**for travel expenses for UNIL teaching staff**  
or  
**accommodation and subsistence for invited teaching staff**  
under a  
**general or faculty agreement**

Title, first name, last name:

Job title:

University:

Personal address:

Email:

Dates of stay:

Full postal/bank account details  
IBAN:        
SWIFT/BIC code:       
Bank name:        
Account holder:

Date:

Signature:

Please complete and sign this form, and return it with a brief report and all receipts (please do not use staples) to: Mr Denis Dafflon, International Relations Department, Château de Dorigny, 1015 Lausanne, international@unil.ch, tel.: 021 692 20 20, fax: 021 692 20 05.

**Please note:**

* expenses can only be reimbursed once all supporting documents and the activity report have been received.
* The International Relations Department cannot reimburse any travel or subsistence expenses unless it has been notified of them in advance.

**Rates for bilateral agreements**

Bilateral agreements provide financial support for teaching and research activities with universities all over the world. General agreements (which cover all of UNIL) are separate from faculty agreements (which are limited to a particular faculty).

**Teaching staff exchanges**

Once the agreement has been signed, the International Relations Office (IRO) can contribute to travel costs for UNIL teaching staff and accomodation costs for visitors from a partner university, subject to the funds available.

The IRO funds maximum three trips and three stays per year for a general agreement (one per faculty), and one trip and one stay per year for a faculty agreement.

**Travel for UNIL teaching staff**

Eligibility

The following members of the UNIL teaching staff can benefit from financial support from the IRO:

* Professors (as defined in art. 52 al. 1 let. a of the [Law on the University of Lausanne](https://www.unil.ch/interne/home/menuinst/documents---formulaires/textes-legaux/lul-060704.html), i.e. full professors, associate professors, and assistant professors);
* Senior lecturers type 1 and 2 (*maîtres d'enseignement et de recherche de type 1 et 2*).

Conditions

* An agreement is signed with the partner university.
* Trips that take place during academic sabbaticals cannot be covered.

Financial support

* Reimbursement of 2nd class train ticket from Lausanne (1st class for Full, Associate and Assistant Professors).
* Reimbursement of air travel (economy class) and train ticket from Lausanne to the airport.
* Allowance for actual meals (CHF 20 per main meal and CHF 8 for breakfast, if not included with overnight accommodation) for a maximum of 14 days.

**Financial support for a visitor from a partner university**

* Reimbursement of the hotel costs up to CHF 180 per night (breakfast included) for a maximum of seven nights;
* Reimbursement of the flight (economy class) for teaching staff coming from a university located in a [country eligible to receive official development assistance from OECD](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm), in the categories Least Developed Countries, Other Low Income Countries, and Other Low Income Countries (list valid at the time when the trip is announced to the International Relations Office).

**Procedure**

Before the exchange

* Notify Marinette Robert at least one month before your trip. The International Relations Office will confirm if and to what extent the trip can be supported. Please note that the International Relations Office does not reimburse travel or subsistence costs unless it has been notified in advance.

After the exchange

* Return the [r](https://www.unil.ch/international/files/live/sites/international/files/-New_Website/teaching_staff/exchange_agreements/Frais_accords_generaux-facultaires_20171113.docx)eimbursement form in English or in French to the International Relations Office, completed and signed, along with all original receipts and a brief activity report in English or in French within 30 days after your return.
* You will be reimbursed once all the documents have been received.

### Contact

Ms [Marinette Robert](mailto:marinette.robert@unil.ch)  
Tel. +41 21 692 20 20

**Preparing a bilateral agreement**

The International Relations Office may contribute to the costs of a preparatory visit, subject to the funds available. The funding procedure is identical to the above.