

## ***Expenses regulations of the Swiss Political Science Association (SPSA)***

### **1. General information**

#### **1.1 Scope of application**

These expense regulations apply to all members of the Swiss Political Science Association (SPSA) and to non-members who contribute to SPSA events (presentations, keynote speeches, etc.).

#### **1.2 Definition of expenses**

Expenses within the meaning of these regulations are expenses incurred by a member or a non-member in the interests of the Association. Each member shall ensure that the expenses eligible for reimbursement under these regulations are kept as low as possible. Expenses that were necessary to provide a service for the Association shall be reimbursed. Other expenses shall be borne by the individual.

Essentially, the following costs are reimbursed:

- |                                 |             |          |
|---------------------------------|-------------|----------|
| – Travel costs                  | hereinafter | Number 3 |
| – Catering costs                | hereinafter | Number 4 |
| – Accommodation costs           | hereinafter | Number 5 |
| – Other costs                   | hereinafter | Number 6 |
| – Event costs of working groups | hereinafter | Number 7 |

#### **1.3 Principle of expense reimbursement**

As a matter of principle, all expenses are settled effectively after the expense event and against original receipts.

### **2. Entitlement to reimbursement of costs**

#### **2.1 Standing Committee members**

Standing committee members are not entitled to reimbursement of expenses. The only exceptions are the student and intermediate student representatives, who can have their travel, food and accommodation costs reimbursed if these are not reimbursed by the respective university.

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## **2.2 Other people**

Non-members of the Association may be reimbursed for travel, catering and accommodation expenses if they contribute to SPSA events (such as keynote speeches, lectures, etc.).

The costs must be applied for by those responsible for the working groups, the Young Scholars Forum and the Annual Congress in advance of the event and approved by the Quaestor or the Standing Committee (see point 7).

## **3. Travel costs**

### **3.1 Train journeys**

Persons who are entitled to reimbursement can be reimbursed for the cost of a corresponding train ticket. The Association will only reimburse the cost of a 2nd class ticket (with half-fare travelcard) and only to the extent of the actual costs incurred. Holders of a GA travelcard will also be reimbursed for the cost of a 2nd class ticket.

### **3.2 Tram and bus journeys**

Persons entitled to reimbursement may be reimbursed for the cost of a corresponding tram or bus ticket. The association will only cover the costs to the extent that the actual costs have been incurred.

### **3.3 Air travel**

Persons who are entitled to reimbursement of costs can be reimbursed for reasonable air travel costs. The costs will only be covered if the journey by train would be unreasonable or would take more than 8 hours. The Association will only cover the costs for economy class and to the extent that actual costs have been incurred.

### **3.4 Journeys by private vehicle/taxi**

Public transportation should always be used for travel.

The costs for the use of a private vehicle or cab by persons who are entitled to reimbursement shall only be reimbursed if this results in a considerable saving in time or costs or if the use of public transport is unreasonable. If a private vehicle or cab is used despite good public transport connections, only the costs of the public transport will be reimbursed.

The mileage allowance is CHF 0.70.

If possible, the use of a private vehicle/taxi must be approved by the Quaestor before the trip.

## **4. Catering costs**

Persons who are entitled to reimbursement may claim food costs, provided that these are actual costs. In addition, the costs of alcoholic beverages are not covered. The costs per meal may not exceed the following guidelines:

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Breakfast (for departures before 7.30 a.m. or for previous overnight stays, if breakfast is not included in the hotel costs)	14 CHF.-
Lunch	28 CHF.-
Dinner (if staying overnight or returning after 7.30 p.m.)	40 CHF.-

## **5. Accommodation costs**

### **5.1 Hotel costs**

For overnight stays of persons who are entitled to reimbursement of costs, the costs of a mid-range hotel are generally reimbursed, up to a maximum of CHF 200.

The actual hotel costs are reimbursed according to the original receipts. Any private expenses (e.g. private telephone calls) shall be borne by the persons concerned.

## **6. Other costs**

### **6.1 Representation expenses**

In the context of maintaining contact with third parties close to the association, it may be in the interests of the association for the President and the Quaestor to invite these third parties. In principle, restraint should be exercised with such invitations. The costs incurred must always be covered by the interests of the association. The actual costs of the hospitality are eligible for reimbursement. The following information must be provided

- Name of all persons present
- Name and location of the restaurant
- Date of the invitation
- Purpose of the invitation

## **7. Administrative provisions**

### **7.1 Expense report**

Unless otherwise stated, expense reports must be prepared after the end of the expense event and submitted to the Quaestor and the Association's office together with the corresponding expense receipts. The statement must be submitted to the Association's office as soon as possible, but no later than one month after the event, together with all receipts for expenses and the account details for the reimbursement of contributions.

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Receipts that must be attached to the expense report are original documents. The same applies to digital documents that are available on an admissible information carrier.

Up to CHF 2000, the Presidium and the Quaestor decide on expenses; from CHF 2001 to CHF 5000, the Standing Committee decides on expenses.

## **8. Entry into force**

The expense regulations were approved by the Standing Committee on June 13, 2024. They enter into force immediately.