



## How to Claim your Travel Expenses?

Fill in the excel sheet Statement of Expenses and use it as the cover sheet to submit your expenses. Please fill in the expenses in the excel sheet in chronological order, i.e. sorted by date.

Add to this cover sheet a separate sheet with all the receipts neatly affixed with transparent tape (check the information sheet scannable receipts). Please tape the receipts on a white sheet of A4 paper, following the order you fill them out on the excel sheet. Please consider:

- In the rare cases you might not have a receipt for an expense, please note down on the separate sheet at least the following information: Date, type and amount of expense.
- In case a receipt is in a language other than German, English or French, please provide a translation of the key information of the receipt right beside the receipt.

Once the excel sheet is completely filled out and all the receipts are orderly taped on additional sheets of paper, either hand it over to the administrative assistant of your professor who will transfer your claim to the person in charge of the travel management or leave the complete documentation directly in the mailbox "Travelmanagement" in the mailroom 1.06 on the first floor (on the right hand side, on the right, look for the orange dot).

In case you have any questions regarding the travel management, please contact:

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