

# Fact sheet

## Expense regulation of the Graduate School of the Arts and Humanities

Financial support can be requested from the GSAH for expenses that are closely related to the PhD project.

### What research purposes are supported?

The GSAH supports the following research purposes. Please note that a confirmation proving your stay is mandatory.

Research purposes	Required confirmation
Research activities in museums, archives and libraries	Written confirmation from the institution (incl. length of stay)
Congress participation with an active contribution	Proof of your active participation (e.g. program)
Fieldwork ( e.g. interviews)	Confirmation by your first supervisor (incl. length of the stay)
Purchase of licenses, reproductions, etc.	Receipt (original)

### Who is allowed to receive contributions to expenses?

Ordinary membership in the GSAH is required. PhD students who are financed by external funding (e.g. SNF) are requested to cover the expenses primarily through their project funds. Those who need more support can apply to the [Phil.-hist Faculty](#).

### Which expenses will be reimbursed?

The GSAH will only reimburse expenses that have already been paid and upon submission of receipts and the correctly completed expense form. Following expenses will be reimbursed:

- Rail tickets 2nd class (journeys can be credited to a GA Travelcard. Please submit a list of journeys in the expense form and calculate the costs with a Half Fare Travelcard).
- Travel by air (will only be reimbursed if it complies with the [traffic light system](#) for university business trips)
- Overnight stays at a maximum of CHF 150/night
- Conference/congress fees
- License fees
- Reproduction costs
- Other expenses only on request (no books, computers, instruments, food or similar)

Contributions are paid in full or in part depending on the number of applications. A maximum of CHF 600 is available per person and calendar year, or CHF 1000 for overseas trips or longer fieldwork trips of 7 days or more.

### Procedure

The following documents have to be submitted electronically to [Melanie Sampayo \(GSAH\)](#):

1. Fully completed expense form
2. All receipts
3. All required confirmations

The requests have to be submitted by **April 15** and **October 15**. Reimbursement is usually made no later than two months after a submission deadline.