

Humane Resources

Guide to creating expense claim forms

Index

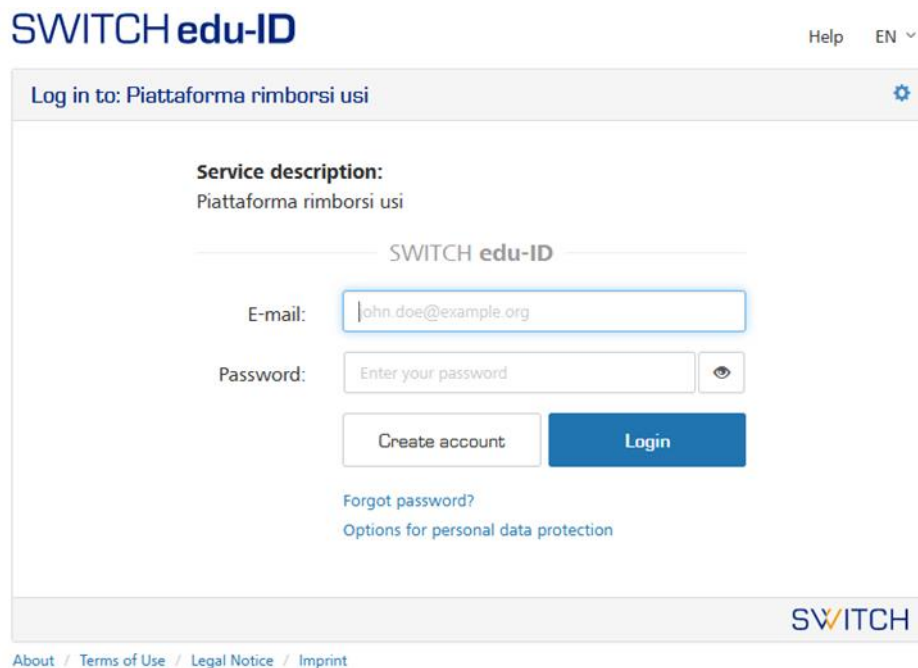
| | |
|---|---|
| 1. Log in | 3 |
| 2. Expense claim process | 3 |
| 2.1. Creating a new expense claim | 3 |
| 2.2. Filling in the form | 4 |
| 2.3. Adding expense lines | 4 |
| 2.4. Adding travel segment / leg | 4 |
| 3. Submitting the form | 7 |
| 3.1. Attachments | 8 |
| 4. Review process, evaluation and authorisation | 9 |

1. Log in

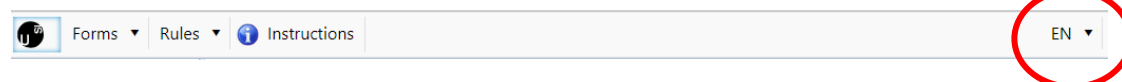
Access the online expense claim portal at <http://rimborsi.usi.ch>

The preferred browser is Google Chrome.

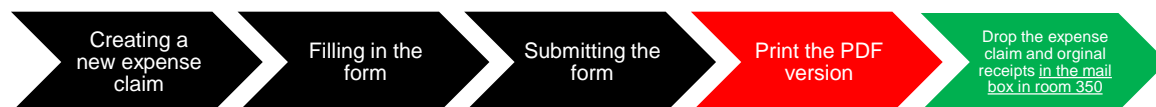
Enter your Netid credentials in the pop-window (example):



Select the language (ENG/ITA) from the main menu on the header of the platform:



2. Expense claim process



2.1. Creating a new expense claim

To create a new expense claim, click on **“Request new reimbursement”**

2.2. Filling in the form

| 1. | | 2. | | 3. | 4. |
|--|------------------------------|-------------------------|--|--|--------------------|
| ID | Request date (mm/dd/yyyy) | Requested by | Type, reason, destination, date(s) (of the expense) | Cost Center | Cofunding (if any) |
| - | 8/28/2019 | Mario rossi IT staff | <div>Please select the reimbursement</div> <div>Reason, destination (city, state), from - to dates</div> | <div>A ←</div> <div>SER/AMM/SER INF</div> <div>B ←</div> | |
| <div>Add new expense line</div> <div>Attach PDF</div> <div>Before adding new expense lines, please verify that you selected the correct role and reimbursement type.</div> <div>SUBMIT SAVE Cancel</div> | | | | | |

- Requested by** Select from the menu the **position**¹ held at the time of the expenditure
- Type, reason, destination, date(s)**
 - Select the type of **reimbursement**² from the menu
 - Indicate in the text field the details of the travel, as mentioned (event title/travel reason, city and State, start/end dates)
- Cost centres**

SER/AMM/SER INF

SNF

Other...

 - Choose from the drop-down menu the cost centre where the expenditure is to be allocated (personal fund, research, or corporate budget)
 - If the cost centre is not available, but the expenditure is to be allocated to **FNS**: click "**FNS**" indicate the project name or number in the relevant field.
 - If the cost centre is not available: click "**Other...**" and indicate the name in the relevant field.
- Cofunding** If the expenditure was co-financed, indicate the name of the organisation

2.3. Adding expense lines

To add the first expenditure click on "**Add new expense line**"

Once the line has been filled in, click on "**Save**" and continue filling in of the other lines (see example below).

| Receipt Num. | Expense date (mm/dd/yyyy) | Expense type | Exp. description | Transportation type | km | Nights | Amount | Currency | Notes |
|--------------|---------------------------|-----------------------------|---|---------------------|----|--------|--------|----------|-------|
| 1 | 11/1/2019 | Accommodation (conference) | Conference Hotel, Hotel Zürich | - | | 2 | 320.00 | CHF | |
| 2 | 10/17/2019 | Conference reg. | Conference registration CHR | - | | | 120.00 | CHF | |
| 3 | 11/2/2019 | Entertainment expenses | Gift for Mr. John Smith, Head of CHR, collaborative session | - | | | 70.00 | CHF | |
| 4 | 11/1/2019 | Meals (conference) | Lunch (1.11.19) | - | | | 35.00 | CHF | |
| 5 | 11/1/2019 | Meals with guests | Dinner (1.11.19) with Mr. John Smith, collaborative session | - | | | 100.00 | CHF | |
| 6 | 11/1/2019 | Transportation (conference) | USI - Lugano station | Bus | | | 2.50 | CHF | |

Expense description

- In the description field, **always** enter all the required details and the nature of the expenditure.
- The amounts entered must be in the **original currency**.
- Do not** add up expenses: each line must correspond to a single receipt.
- If the field "**Other**" is selected, specify the type of expenditure.

2.4. Adding travel segment / leg

For travel by plane and/or train it is necessary to follow the following steps:


- Fill the expense line

| | | | | | |
|------------|----------------|-----------------|--------|------|-----|
| 07.06.2019 | Transportation | Lugano - London | Flight | 200. | CHF |
|------------|----------------|-----------------|--------|------|-----|

- Then click **"Add new travel segment"** to insert the travel information (see next step)

6/7/2019 Transportation (c) Lugano - London Flight 201 CHI

2

 **SOSTA**
think about it www.sosta.usi.ch


This type of transportation requires the insertion of at least 1 travel segment (insert more if this expense refers to multiple segments)

Add new travel segment Save Cancel

- Once the line is completed, click on **"Save"** and continue adding the other segments / legs, as appropriate.

| Flight number | Departure date | Origin | Destination | Class | Actions |
|---------------|----------------|-----------------------|-----------------------|------------------|---------------------|
| LX2903 | 7/6/2019 | Lugano / Agno (LUG) | Zurich (ZRH) | Second / Economy | Edit Delete Copy |
| LX460 | 7/6/2019 | Zurich (ZRH) | London, England (LCY) | Second / Economy | Edit Delete Copy |
| LX465 | 7/9/2019 | London, England (LCY) | Zurich (ZRH) | Second / Economy | Edit Delete Copy |
| LX2914 | 7/9/2019 | Zurich (ZRH) | Lugano / Agno (LUG) | Second / Economy | Save Cancel |

2

 **SOSTA**
think about it www.sosta.usi.ch

This type of transportation requires the insertion of at least 1 travel segment (insert more if this expense refers to multiple segments)

Add new travel segment Save Cancel

4. Finally, click **"Save"** to save the expense line.

| Request date (mm/dd/yyyy) | Requested by | Type, reason, destination, date(s) (of the expense) | Cost Center | Cofunding (if any) |
|---------------------------|-------------------------|---|--------------------|--------------------|
| 7/23/2019 | Mario Rossi IT staff | Conference ISSTA 2042, London - UK, 6-9.7.2042 | INFO/AMM/CORPORATE | |

| Expense date (mm/dd/yyyy) | Expense type | Exp. description | Transportation type | km | Nights | Amount | Currency | Notes | Actions |
|---------------------------|----------------------------|------------------|---------------------|----|--------|--------|----------|-------|---------|
| 7/6/2019 | Accommodation (conference) | hotel 3 nights | - | | 3 | 100.00 | CHF | | Edit |
| 2019 | Transportation (c) | Lugano - London | Flight | | | 20 | CHI | | |

| Segment number | Departure date | Origin | Destination | Class | Actions |
|----------------|----------------|-----------------------|-----------------------|------------------|------------------|
| X2903 | 7/6/2019 | Lugano / Agno (LUG) | Zurich (ZRH) | Second / Economy | Edit Delete Copy |
| LX460 | 7/6/2019 | Zurich (ZRH) | London, England (LCY) | Second / Economy | Edit Delete Copy |
| LX465 | 7/9/2019 | London, England (LCY) | Zurich (ZRH) | Second / Economy | Edit Delete Copy |
| X2914 | 7/9/2019 | Zurich (ZRH) | Lugano / Agno (LUG) | Second / Economy | Edit Delete Copy |

This type of transportation requires the insertion of at least 1 travel segment (insert more if this expense refers to multiple segments)

Add new travel segment

Save

Once the expense claim is completed, click on **"Save"**.

At this point the expense claim will be visible in the drafts folder, from where you can still make changes.

My reimbursements (8)

Drafts (6)

Submitted (1)

Authorized (1)

Legenda

☐ Drafts
☐ Submitted
☐ Authorized

Request new reimbursement

My reimbursements >> Drafts

1

| ID | Request date (mm/dd/yyyy) | Requested by | Type, reason, destination, date(s) (of the expense) |
|----------|---------------------------|---------------------------|---|
| 10028321 | 4/12/2019 | Mario Rossi (IT staff) | ISSTA 2042, London - UK, 6-9.7.2042 (Conference) |

View details Edit SUBMIT

3. Submitting the form

Once the form is complete with all the information, remember to attach the pdf of all the receipts (see image1 at the bottom of the document) and click on **"Submit"** to submit it through the online portal.

Important: once the form is submitted you can no longer make any changes.

The expense claim is now visible in the submitted folder.

My reimbursements (8)

- Drafts (5)
- Submitted (2)
- Authorized (1)

Now **print** the form in pdf version by clicking on the corresponding icon and don't forget to sign, attach the receipts, have the teacher sign when necessary and deliver by mail box.

| ID | Request date (mm/dd/yyyy) | Requested by | Type, reason, destination, date(s) (of the expense) | Cost Center | Cofunding (if any) | Total refund |
|----------|---------------------------|------------------------|---|--------------------|--------------------|--------------|
| 10028321 | 4/12/2019 | Mario Rossi (IT staff) | ISSTA 2042, London - UK, 6-9.7.2042 (Conference) | INFO/AMM/CORPORATE | | 300.00 CHF |

[View details](#)

The screenshot shows the detailed view of the expense claim form. A red arrow points to the 'Print' icon in the top right corner of the form, which is used to generate a PDF version of the document for signing and receipt attachment.

3.1. Attachments

Important:

- Number the original receipts in the same order as the receipt number on the form.
- Original receipts must be attached (stapled or clipped) to the form and in numerical order. (see image2 at the bottom of the document)
- The user is responsible for the care and handling of his/her receipts. Expense lines that are not duly justified by original receipts will not be considered by the Administration.
- Collect the signature of the direct manager / director, as appropriate.
- Drop the expense claim and original receipts in the designated mail box **OUT/RIMBORSI SPESE** in Palazzo Canavee and Vignetta for ISA, or hand it to our mail box **RIMBORSI SPESE** in villa Argentina
- Please allow up to 40 days from the form submission to processing.

4. Review process, evaluation and authorisation

- During the validation process, expense claims remain visible in the "**Submitted**" folder of the platform.
- At the end of the process, the expense claim will appear in the "**Authorized**" folder.
- By clicking "**View details**" on the individual claim will show the status of the authorized costs and any notes from the revisors.
- All users are invited to check the status of their expense claims regularly.
- Authorised reimbursement may no longer be changed.

Contact persons

- Christiane Schroeder, Amministrazione del personale (personale.me@usi.ch)
- Ilaria Ferreira, Viaggi e contabilità (contabilità.me@usi.ch)

| | |
|-----------------------------|---|
| Administrative ¹ | Other expenditures ² |
| Assistant ¹ | Other travel (project meetings, general meetings off campus) ² |
| Staff member ¹ | Conference |
| Faculty ¹ | Training courses ² |
| Researcher ¹ | PhD courses ² |
| | Summer / Winter school ² |
| | Travel with / for USI staff ² |
| | Business travel ² |
| | Study travel ² |
| | Home-work commute ² |
| | Workshop ² |

Image 1: pdf attachment


| ID | Request date (mm/dd/yyyy) | Requested by | Type, reason, destination, date(s) (of the expense) | Cost Center | Cofunding (if any) | Revisor(s) | Total refund | | | | | | |
|--|-------------------------------|--|--|----------------------------|--------------------|---|-----------------|----------|----------------------------|--|-------------------|-------------------------------|------------------|
| 10030188 | 9/23/2019 |  (PhD assistant) | SISP (Società Italiana di Scienze Politiche) 2019 conference - Lecce (IT), 12th-14th September 2019 (Conference) | ACC/FNR/177286 (6/30/2020) | | Ferreira, Furci Macchione, Schroeder | 234.30 CHF | | | | | | |
| Note rimborso (visibile solo al revisor) | | | | | | | | | | | | | |
| Receipt Num. | Expense date (mm/dd /yyyy) | Expense type Conto Cost Center | Exp. description | Transportation type | km | Nights | Amount | Currency | Amount (CHF) | Notes | Reimbursed | Reimbursed (CHF) | Revisor notes |
| 1 | 6/24/2019 | Conference reg. 31720 ACC/FNR/177286 | Conference registration | - | | | 45.00 | EUR | 49.67 Change: 1.1037 | The registration includes by default the social dinner | 45.00 | 49.67 | |
| 2 | 7/25/2019 | Transportation (conference) 31720 ACC/FNR/177286 | Ryanair flight from Milano Malpensa to Brindisi and back. | Flight | | | 65.68 | EUR | 72.49 Change: 1.1037 | | 65.68 | 72.49 | |
| 3 | 9/4/2019 | Accommodation (conference) 31720 ACC/FNR/177286 | 2 nights in AirBnB room in Lecce. | - | | 2 | 72.43 | EUR | 79.94 Change: 1.1037 | | 72.43 (289.93) | 79.94 (CHF x notte: 39.97) | |
| 4 | 9/11/2019 | Meals (conference) 31720 ACC/FNR/177286 | Dinner in Lecce with the colleagues of the Media for Democracy Monitor. | - | | | 32.20 | CHF | 32.20 | Please find attached (Dinner-SISP.pdf) both my personal receipt (32.20 EUR) and the collective fiscal receipt (193 EUR for 6 people). For technical reasons, it was impossible to have a seprate fiscal receipt. | 32.20 | 32.20 | |
| <div>SISP 2019 invoice.pdf 21.1 KB</div> <div>Accomodation receipt.pdf 31.1 KB</div> <div>Ricevuta Ryanair.pdf 117 KB</div> <div>Dinner - SISP.pdf 1.44 MB</div> | | | | | | | | | | | | | |
| <div>Hide details</div> <div>Edit</div> <div>Authorize</div> | | | | | | | | | | | | | |

Image 2: example receipts attached to the printed form

①

pranzo prof + 1 ass.

HORVATH ADAM
1183 BUDAPEST FELSOCSATARI UT 53
MÓZGÓ SZOLGÁLTATÓHELY
ALN. SZ. AM: 69564491-1-43

| NYUGTA | |
|--------------------------|------------|
| AMM | 8 960 E00 |
| OSSZESEN: | 8 960 Ft |
| KESZPENZ: | 8 960 Ft |
| VISSZAJARÓ: | 0 Ft |
| PENZTÁROS: PENZTÁROS 1 | |
| WWW.FISCAL.HU | |
| NYUGTASZAM: | 0147/00004 |
| 2019.10.02. | 15:00 |
| NAV ELLENŐRZŐ KÓD: 32061 | |
| A: A19510001 | |

②

pranzo prof + 1 ass.

HOLLERMEZŐ BT
1001 BUDAPEST LAKKÖZ UTCA 48
ELEFANT BURE
1146 BUDAPEST AL. (HÉKELI KÖRÜ) 8
ADÓSZÁM: 2690043-2-41

| NYUGTA | |
|--------------------------|------------|
| GYÜJTŐ 2 | 5 000 B00 |
| 25 DB X 200 FT | |
| GYÜJTŐ 2 | 420 B00 |
| 3 DB X 150 FT | |
| GT 5 | 1 800 B00 |
| RESZ-OSSZESEN: | 7 250 |
| OSSZESEN: | 7 250 Ft |
| KESZPENZ: | Ft |
| VISSZAJARÓ: | Ft |
| PENZTÁROS: PENZTÁROS 1 | |
| WWW.FISCAL.HU | |
| NYUGTASZAM: | 1066/00080 |
| 2019.10.05. | 17:01 |
| NAV ELLENŐRZŐ KÓD: 19379 | |
| A: A16210003 | |

③

pranzo prof + 1 ass.

GNOCOCO Kft.
1027 BUDAPEST, KACSA UTCA 15-23.
Gnocco Residence Étterem
1027 Budapest, Kacsa utca 15-23
Adószám: 22688055-2-41

| --- NYUGTA --- | |
|--------------------------|------------|
| GYÜJTŐ 6 | 290 |
| ADD | |
| GYÜJTŐ 1 | 220 |
| C00 | |
| GYÜJTŐ 6 | 80 |
| ADD | |
| GYÜJTŐ 6 | 370 |
| ADD | |
| GYÜJTŐ 6 | 835 |
| ADD | |
| GYÜJTŐ 1 | 250 |
| C00 | |
| GYÜJTŐ 6 | 120 |
| ADD | |
| GYÜJTŐ 6 | 390 |
| ADD | |
| GYÜJTŐ 6 | 60 |
| ADD | |
| GYÜJTŐ 6 | 1 140 |
| ADD | |
| GYÜJTŐ 6 | 280 |
| ADD | |
| GYÜJTŐ 6 | 1 090 |
| ADD | |
| GYÜJTŐ 6 | 390 |
| ADD | |
| GYÜJTŐ 1 | 200 |
| C00 | |
| GYÜJTŐ 6 | 250 |
| ADD | |
| GYÜJTŐ 6 | 120 |
| ADD | |
| GYÜJTŐ 6 | 240 |
| ADD | |
| GYÜJTŐ 6 | 975 |
| ADD | |
| GYÜJTŐ 6 | 370 |
| ADD | |
| GYÜJTŐ 6 | 370 |
| ADD | |
| GYÜJTŐ 6 | 250 |
| ADD | |
| GYÜJTŐ 6 | 140 |
| ADD | |
| GYÜJTŐ 6 | 210 |
| ADD | |
| OSSZESEN: | 8 640 Ft |
| KESZPENZ: | 8 640 Ft |
| VISSZAJARÓ: | 0 Ft |
| Penzáros: PENZTÁROS 1 | |
| NYUGTASZAM: | 1344/00263 |
| 2019.10.04. | 14:38 |
| NAV ellenőrző kód: 48A6B | |
| A: A08525018 | |

④

cena prof + 2 ass.

Körmény Restaurant
1132. Op. Csömödi utca 10
Tel: +36/1/330-3300
Adószám: 26600015-2-41

Dátum: 2019.10.05
Ártétel: 1. P. 2. 146 : 23:23:44

| | | |
|----------------|-------------------------------|----------------|
| 1 | WAGNER HAMBURGER CHORIZOWAL | 2070.- |
| 1 | WAGNER GULYÁS CSIPETIMÁK | 1870.- |
| 1 | Böcker 0,33 | 570.- |
| 1 | PRINATOR CSAPOLT 0,33 | 790.- |
| 1 | WAGNER WAGNER ESCHLECHENMACAL | 3470.- |
| 10 | REISLER PINCEFF-évi Oliver | 6000.- |
| 10 | WAGNER GRADAVULT 1 DL | 1770.- |
| OSSZESEN: | | 16 400.- |
| ÖZÖNYÖZ: | 10 E | 1 450.- |
| FELTÖRÖ: | | 10 450.- |
| KESZPENZ: | | 18 150.- |
| EURÓ ÖZÖNY: | | 210,00 HUF/EUR |
| CASH(EURÓ): | | 58,49 EUR |
| 2% ÁFA: 348,00 | | 7 770.- |
| 2% ÁFA: 348,00 | | 10 710.- |