Università
della
Svizzera
italiana

Humane Resources

Guide to creating expense claim forms

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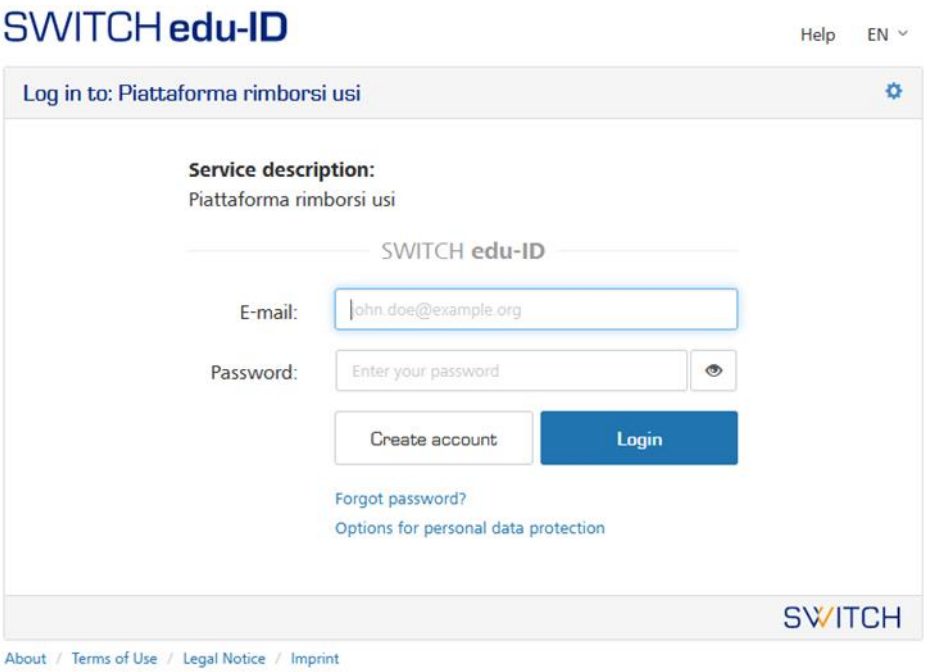
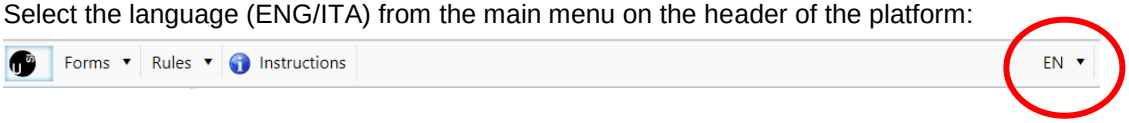
1. Log in

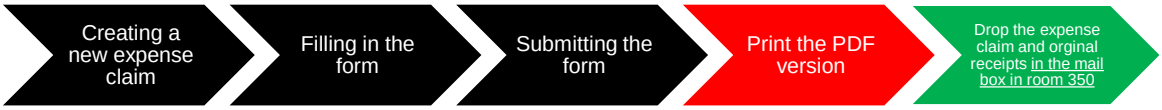
Access the online expense claim portal at http://rimborsi.usi.ch
The preferred browser is Google Chrome.
Enter your Netid credentials in the pop-window (example):



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



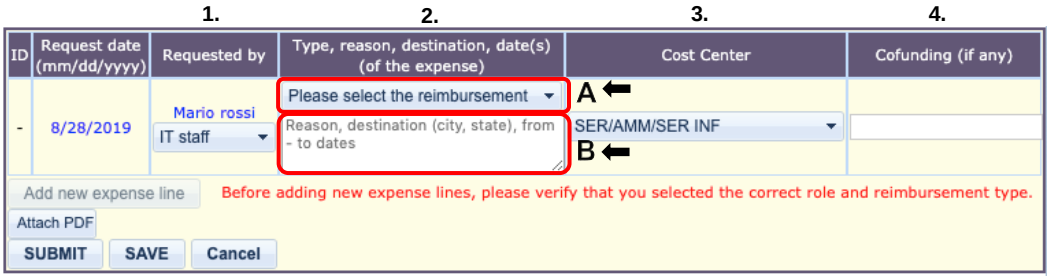
2. Expense claim process



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.	**Requested by**	Select from the menu the **position**[1] held at the time of the expenditure
2.	**Type, reason, destination, date(s)**	A. Select the type of **reimbursement**[2] from the menu B. Indicate in the text field the details of the travel, as mentionned (event title/travel reason, city and State, start/end dates)
3.	**Cost centres** 	• 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.
4.	**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	

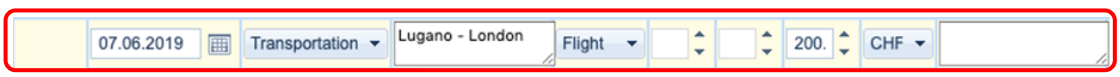
Expense description

- 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:

1. Fill the expense line



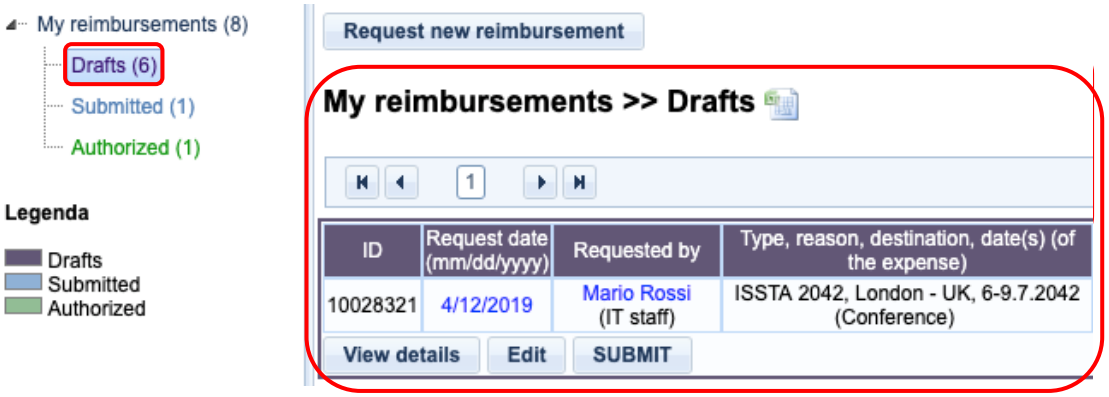
2. Then click **“Add new travel segment”** to insert the travel information (see next step)

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

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

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.

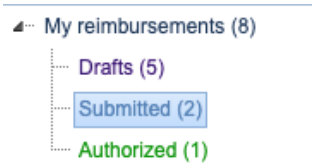


3. Submitting the form

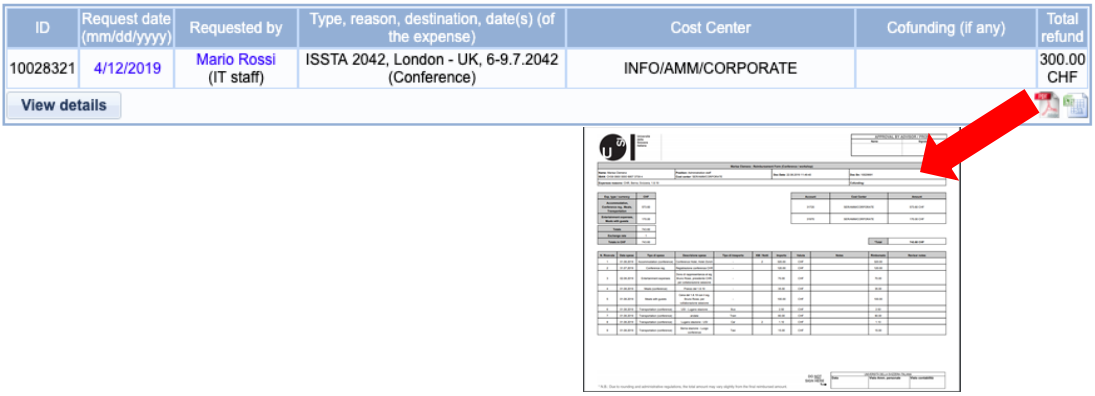
Once the form is complete with all the information, remember to attach the pdf of all the receipts (see image1 at the bottom of the document) and click on “**Submit**” to submit it through the online portal.

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

The expense claim is now visible in the submitted folder.



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.



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 orginal 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

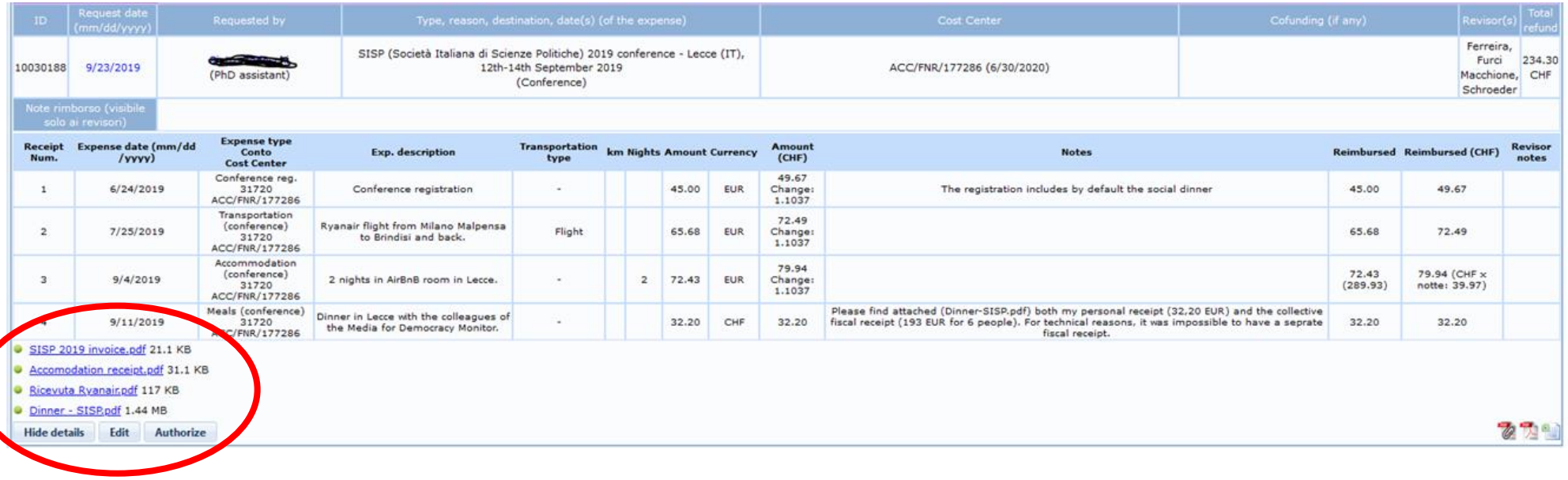
- During the validation process, expense claims remain visible in the "**Submitted**" folder of the platform.
- At the end of the process, the expense claim will appear in the "**Authorized**" folder.
- By clicking "**View details**" on the individual claim will show the status of the authorized costs 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	[redacted] (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 ai revisori)

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 [illegible]/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	

- SISP 2019 invoice.pdf 21.1 KB
- Accomodation receipt.pdf 31.1 KB
- Ricevuta Ryanair.pdf 117 KB
- Dinner - SISP.pdf 1.44 MB

Hide details | Edit | Authorize

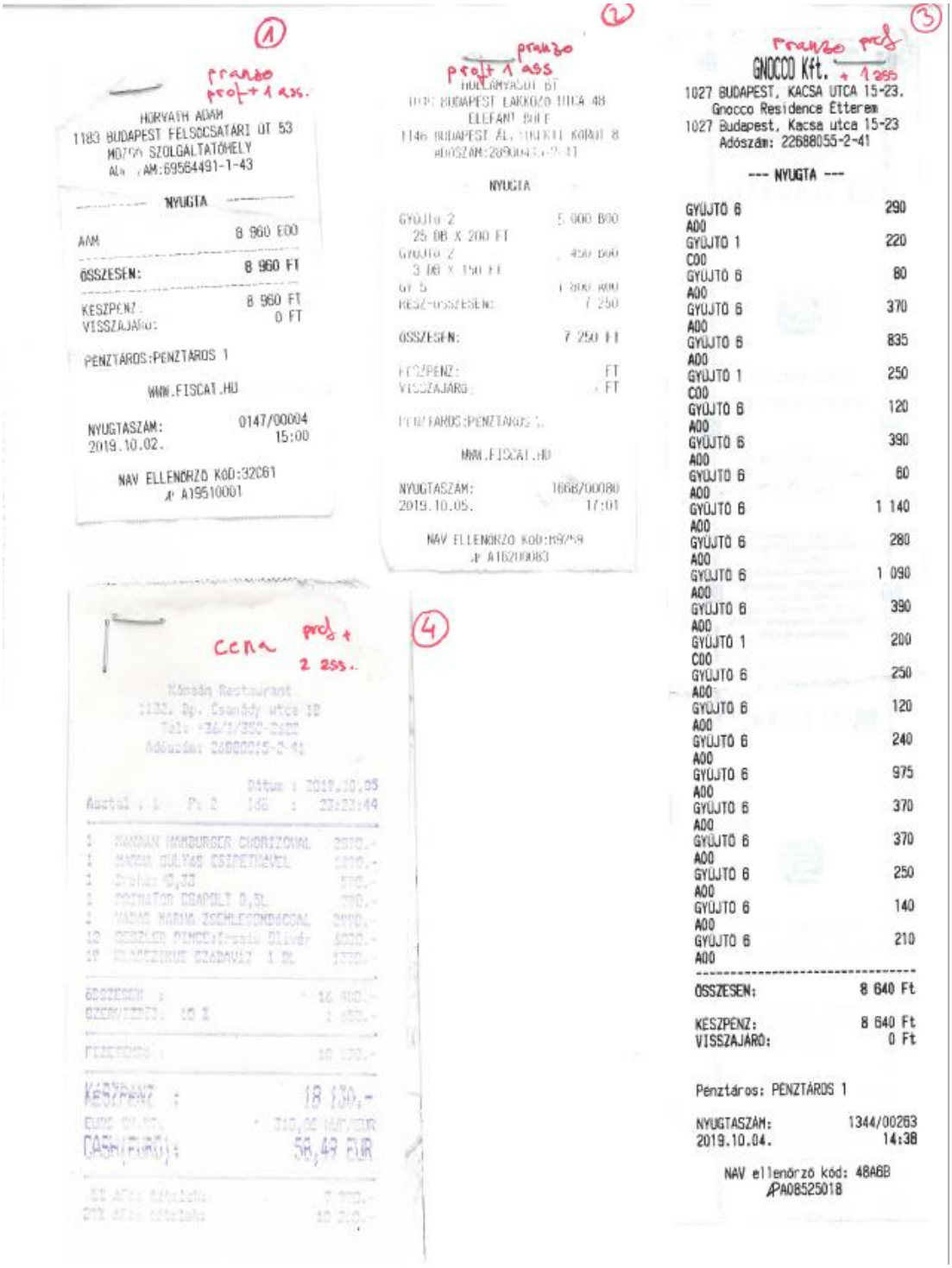



Image 2: example receipts attached to the printed form