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**UNIVERSITÄT
BERN**

Contributions to Field Expenses for Bern Fribourg Master in Earth Sciences

1. Purpose

The available fund enables the partial reimbursement of field expenses and expenses incurred by taking part in conferences/workshops by enrolled students in the course of their Master thesis.

2. Guidelines for claims for reimbursement

1. A maximum of CHF 1'500.- can be claimed.
2. Students are eligible for reimbursement during a time-span of up to two years from the first enrolment in the Master Degree.

3. Organisation

1. Invoicing

The expense sheet(s) must be submitted to the supervisor of the Master thesis once a year, **by the end of the year, or by the end of the Master thesis** at the latest. The supervisor checks the expenses, signs them and forwards them to the Secretariat. Late submissions will not be accepted.

2. Payment

Payment of contributions can only be made to the beneficiary's Swiss bank- or post office account.

4. Reimbursements – only with original receipts

- **Train tickets** 2nd class, with half-fare travelcard (=Halbtax-Abo): please enclose tickets.
- **"General-Abonnement" (GA):** please enclose copy, list ticket prices for your journey (to/from) in 2nd class with half-fare travelcard.
- **km compensation** if a private or rental car is used: 20 cents per kilometer; motor cycles 10 cents per kilometer. Your supervisor has to agree in advance and in writing that the use of a private vehicle is necessary.
- **Tolls** for motorways, tunnels, **fees** for car transport (only if km compensation was agreed beforehand).
- **Flights:** Long distance flights. Flights within Europe only if they are cheaper than a train ticket in 2nd class with half-fare travelcard.
- **Overnight accommodation: max. CHF 30.-** per night, **only for the person claiming reimbursement.**
- **Congress fees**, only if taking part actively (**please enclose programme and abstract**).

Food and drink cannot be reimbursed. There are no daily allowances.

There is no reimbursement for aides/assistants for field work, translators or guides.

The expense sheet(s) and attachments must be submitted on paper to the Secretary's Office at the Institute where the student is enrolled

Students who are not enrolled do not have the right to claim field expenses. Expense sheets with missing data on enrolment or on former field expense reimbursements will not be accepted.



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Bern Fribourg Master in Earth Sciences - Field Expense Reimbursement Form

A maximum of CHF 1500 can be reimbursed for Master thesis expenses. Please read "Contributions to Field Expenses for MSc. Students BEFRI" before filling in this form.

Family name

First name

Address/postcode/locality

Enrolment number

Department / group

Supervisor

Title of Master thesis

I have already received from the field expense fund the sum of: CHF in year

INVOICE (receipts and details on separate sheets, please):

Expenses for field work

CHF

Expenses for congress/workshop

CHF

Total

CHF

Total amount claimed with this application

CHF

Postal account no.: or

Bank name:

Bank address

Account no.:

IBAN

Signature of applicant:

Date

Signature of supervisor:

Date

University of Bern | Institute of Geological Sciences | Baltzerstrasse 1+3 | CH-3012 Bern |
Tel.: +41 (0)31 684 87 61 | sarah.antenen@unibe.ch

University of Fribourg | Dépt. Géosciences ; Ch. du Musée 6 - Pérolles ; CH-1700 Fribourg |
Tel: +41 (0)26 300 89 70 | sylvie.mauron@unifr.ch