

Directive concerning professional travel and the reimbursement of expenses

LEX 5.6.1

of 1st March 2007, status as at 14th April 2021

The Direction of the Ecole polytechnique fédérale de Lausanne, based on the Ordonnance du Conseil des EPF concernant le remboursement des frais dans le domaine des EPF¹ of 11th April 2002, hereby adopts the following:

General provisions

Article 1 Scope of application

1. In the present Directive, expenses are defined as being any expenditure incurred by an employee in the interests of EPFL. The following professional expenses are notably reimbursed to employees:
 - Travel expenses (Articles 9, 10, 11, 12, 13 and 14 below)
 - Meal expenses (Article 17 below)
 - Accommodation expenses (Articles 15 and 16 below)
 - Other expenses and entertainment expenses (Articles 18, 19, 20 and 21 below)
2. The present regulations for expenses are applicable to all employees who exercise a professional activity at EPFL (hereinafter: 'employees'), regardless of the source of funding.
3. The present directive is also applicable for the reimbursement of travel expenses for lecturers, experts and academic visitors. External EPFL employees (consultants) are subject to the travel regulations laid out in the present directive within the framework of their EPFL mandate.
4. The method of reimbursement for expenses incurred by guests of the Presidency² remains reserved.

Article 2 General principles

1. The respect of general principles forms part of our duty to set a good example and to remain transparent in our use of public funds. This includes all Unit funds, regardless of the source of financing.
5. The provisions of the present directive comply with the following general principles:
 - Responsible use of resources;
 - Avoidance of conflict of interest between professional and private activities;
 - Respect for the interests and specificities of the institute;
 - Absence of personal gain or loss for the employee ("no gain, no loss").
2. In accordance with EPFL's commitments to sustainable development, the Direction encourages the use of public transport, limitations in the use of cars, and the use of modern communication tools such as videoconferencing.
3. EPFL has a Duty of Care towards those undertaking a journey³. Respect of the procedures in place concerning the declaration of travel and purchase of air travel tickets via the EPFL Travel Agency is the way that ensures the possibility of providing advice, supervision and assistance for the person undertaking travel, where necessary.

Article 3 General procedures⁴, roles and responsibilities

1. All professional travel requires the creation and validation of a travel request, followed by the creation and validation of an expense claim.
2. All expenses outside of travel are taken into account directly via an expense claim.
3. The beneficiary, respectively the person undertaking travel:
 - Gives notice of his/her travel plans;
 - Prepares the travel request independently or in collaboration with the travel organiser;
 - Completes the predicted spending and allocated funds sections;
 - Validates his/her travel request before purchasing any services relating to the trip;
 - Registers his/her trip via the appropriate tools⁵;

¹ [RS 172.220.113.43](#)

² LEX 1.1.1, Annex 1

³ RS 220 Swiss Civil Code (*Code des Obligations*), Art. 328

⁴ See detailed presentation of procedures in Annex 1

⁵ [absences.epfl.ch](#)

- Presents all of his/her expenses in the expense claim, ensuring that no private expenses are included, that no double payment is made and that expenses are presented in compliance with the present directive. Assigns the expenses (invoices) to the relevant claim;
 - Validates his/her expense claim;
 - Corrects or deletes refused claims.
4. The travel organiser⁶:
- Prepares the travel request in collaboration with the beneficiary;
 - Completes the predicted spending and allocated funds sections;
 - Collates all of the expenses incurred by a trip in an expense claim;
 - Triggers the validation procedure for the expense claim.
5. The travel request approver⁷:
- Ensures that travel is justified and that the indicated expenses are appropriate;
 - Ensures the availability of necessary funding for the travel plans;
 - Verifies the eligibility of expenses according to the source of funding⁸.
6. The expense claim approver:
- Reviews and approves the expense claim;
 - Ensures compliance regarding the claim and supporting documents.

Article 4 Non-reimbursed expenses

1. Expenses may only be eligible for reimbursement if they are directly related to professional activity or professional travel. The following expenses are not eligible (non-exhaustive list):
- All private expenses, including any increase in professional travel costs in combination with private travel, personal luggage or equipment necessary for the trip, expenses relating to ancillary activities;
 - Travel costs between the place of residence and the contractual workplace⁹;
 - Costs for the issuance of identity cards, passports or residence permits;
 - Fines (in particular for speeding or illegal parking) for private vehicle, rental or 'Mobility' vehicle;
 - Ancillary expenses which appear on the hotel invoice, such as bar, minibar, films, etc.;
 - Dry cleaning expenses during the course of travel (for trips of fewer than 3 days);
 - Moving expenses, provided that these have not been contractually agreed upon at the time of organization;
 - Material which should be entered on an inventory¹⁰ and mobile telephone devices;
 - WIFI expenses at the place of domicile (excluding purchase of data during a trip);
 - Annual fees for private credit cards;
 - Fuel expenses in place of the kilometers travelled in a private vehicle;
 - The equivalent of a train ticket for a journey completed in a private vehicle;
 - Fees for additional weight for luggage or for additional articles of luggage brought for private purposes;
 - Fees resulting from negligence or misconduct;
 - Any expenses, which are not expressly authorized during sabbatical leave.
2. Transport expenses other than for public transport, shared vehicles or rental vehicles for travel between EPFL and the antenna (Geneva, Sion, Fribourg and Neuchâtel) are not eligible for reimbursement. Neither are expenses for meals incurred at another EPFL site reimbursed.

⁶ Person with Accred rights: "travel organiser"

⁷ Person with purchasing rights of > CHF 0.00

⁸ Example: FNS, H2020

⁹ As set in the contract of employment and statement of work of the employee

¹⁰ Particularly the purchase of computers

Article 5 Purchasing channels

1. The following channels are recommended and are to be accorded priority:
 - Flight ticket: EPFL Travel Agency, reservation tool: 'SESAMe-booking'¹¹
 - Train ticket (Switzerland): CFF/SBB Ticket Shop Business¹²
 - Train ticket (outside of Switzerland): preferably CFF/SBB Ticket Shop Business, other possibilities may be found at <https://voyages.epfl.ch/>
2. The authorized purchasing channels / payment methods for the purchase of travel services are detailed in Annex 3 and 4.

Article 6 Individual EPFL credit card

1. EPFL provides Heads of Unit with an individual EPFL credit card.
2. The Heads of Unit may request that frequent travelers¹³ from their Unit be attributed an individual EPFL credit card.
3. The indicative amounts for meal expenses and the maximum amounts for accommodation listed in Annex 2 must be taken into account as a benchmark for individual EPFL credit card holders in the context of their professional expenses. For all other spending, the regulations laid out in the present directive apply in full to all individual EPFL credit card holders¹⁴.
4. Transactions which feature on the monthly statement for the credit card are integrated in full in the expense tool at expense claim level.

Article 7 Advance payments

1. Advance payments may be requested only by persons undertaking travel who do not possess an individual EPFL credit card.
2. The sum of an advance payment may amount to a minimum of CHF 200 and a maximum of 80% of the fees to be covered by the person undertaking travel, on the basis of a validated travel request.
3. Advance payments are transferred to the beneficiary by bank transfer to the account in which salary is received.

Article 8 Justification of expenses

1. Expenses are actual and documented
2. All proof of payment, to be scanned in the expense claim tool, must be an original document and be retained until the closure of the expense claim.
3. Expenses below CHF 10.00 may exceptionally be reimbursed without the submission of a receipt.
4. Spending made with an individual EPFL credit card of CHF 100.00 or over shall be recorded (receipt, hotel invoice, etc.). For spending of under CHF 100.00, additional information shall be provided if necessary (names and number of meal participants, etc.). Scanned copies of proof of payment shall be retained until the closure of the expense claim.

Professional travel expenses

Article 9 Rail travel, taxi and other public transport

1. Employees of function level 6 or below shall travel in 2nd class. Employees of function level 7 or above may choose to travel in 1st class.

¹¹ Online reservations tool. See: voyages.epfl.ch

¹² Access to CFF/SBB Ticket Shop Business available via EPFL login

¹³ An employee is considered to be a frequent traveler when he/she completes at least 5 trips per year (see Article 20). For further information, see the Directive on the use of credit cards at EPFL, LEX 5.4.1

¹⁴ See also the Directive on the use of credit cards at EPFL, LEX 5.4.1

2. The Head of Unit may exceptionally extend this latter authorization to employees of other function levels. Justification shall be included in writing on the expense claim (accompaniment, professional requirements).
3. The use of taxis is to be limited to a strict minimum. Expenses for taxis shall be justified namely by indicating the place of departure and place of arrival as well as the reason for which public transports were not used. Taxi travel carried out within a 10 km radius to or from an EPFL campus is not reimbursed, unless an exception has been duly justified in the expense claim.

Article 10 CFF/SBB travel cards and regional travel cards¹⁵

1. CFF/SBB travel cards:
 - All employees with an activity rate of at least 50% for a duration of at least 12 months are entitled to:
 - a free CFF/SBB Half-Fare travel card,
 - a 15% reduction on the price of a CFF/SBB GA travel card;
 - a 5% reduction on the price of a CFF/SBB Junior GA travel card.
 - These travel cards are intended for use during professional travel by rail and may also be used for private travel.
 - Half-Fare travel cards remain the property of EPFL and shall be returned when the employee in question ceases activity with EPFL.
2. The discounts available for the GA travel card cover journeys by rail at a fixed rate:
 - 1 – 29 professional journeys per year: included in the discount of 15%
 - 30 – 59 professional journeys per year: 40% discount, leaving 60% to be paid by the employee.
 - 60 – 89 professional journeys per year: 60% discount, leaving 40% to be paid by the employee.
 - 90 professional journeys per year or more: full reimbursement.
3. Employees benefitting from the above reductions may not claim reimbursement for the journeys undertaken.
4. The Head of Unit may authorize, for economic reasons, the reimbursement of a CFF/SBB Half-Fare travel card for a person who is not included in the circle of beneficiaries (for example, a host or student).
5. Special cases are handled between the beneficiary and the HR department.
6. Regional travel cards¹⁶: all employees have the right to a reduction of 15% on the purchase of a regional monthly or annual travel card, provided that this includes the fare network of the workplace. These dispositions are applicable if an agreement is in place between regional transportation entities and the EPFL location at stake.

Article 11 Air travel

6. Alternative travel by rail for nearby destinations is to be given priority when selecting a means of transport. EPFL recommends that employees travel by train if the destination can be reached in fewer than 5 hours. Journeys by air are to be limited to essential flights only.
7. The most advantageous offer is to be selected based on the following criteria :
 - most direct travel route;
 - best price ;
 - Travel dates. If the most advantageous pricing offer implies additional accommodation expenses, it may be selected, provided that the additional cost of accommodation does not exceed the saving realized in selecting this option.

¹⁵ The management of CFF/SBB travel cards falls under the responsibility of HR (VPO). For further information, see: <https://rh.epfl.ch/page-41176.html>

¹⁶ <https://developpement-durable.epfl.ch/subventions-regio>

7. Use of 'Economy' class is mandatory for flights within Europe. For intercontinental flights, the 'Economy' class is recommended; "Premium Economy class" and 'Business class' options are allowed, subject to authorization by the Head of Unit. First class is not authorized.
8. Memberships to a loyalty programmes do not constitute a valid criteria for selecting a travel option. EPFL recommends that airline miles and other advantages gained from professional travel should be used for professional travel; it does not forbid their use for private travel.
9. Any private journeys (round trip or detour added to the original route) are to be declared and reimbursed to EPFL.

Article 12 Shared and rental vehicles

1. For travel within Switzerland and outgoing travel from Switzerland, the official EPFL service providers shall be exclusively chosen.¹⁷
10. When abroad, alternative service providers may be chosen provided that their conditions are more advantageous. Supplementary insurance is recommended when renting vehicles abroad. Supplementary insurance is covered by the Unit.¹⁸
11. Vehicle hire shall be considered as private spending when the distance between accommodation and the event location (conference, seminar, etc.) is less than 5 km and where public transport options and/or taxis are available.
12. The use of a shared or rental vehicle is recommended in the following cases:
 - If oversized, heavy or fragile equipment is being transported;
 - If the time gained exceeds at least 50% of the journey time using public transport.
13. Categories of vehicles:
 - Only the 'Compact' category or lower are authorized. Heads of Unit may authorize a higher category if several individuals are to participate in the journey or if the journey is exceptionally long. This authorization shall be duly motivated. The hiring of luxury cars is prohibited;
 - The 'Emotion' and 'Cabrio' categories of Mobility cars are not authorized.

Article 13 Private vehicles

1. If an employee is obliged to use a private vehicle, he/she shall be entitled to a kilometric allowance of CHF 0.60 per km (CHF 0.20 per km for motorbikes), to a maximum of 150 km per return journey in accordance with EPFL commitments to sustainable development.
2. The price per km incorporates fuel prices, maintenance, insurance and depreciation. Any employee using his/her private vehicle is thus considered fully responsible for all risks relating to this usage. EPFL recommends that employees prioritise the use of a rental vehicle over their own vehicle in order to benefit from the insurance coverage for rental vehicles (maximum cover for risks).
3. Travel completed within a 10 km radius from one of the EPFL campuses and between these sites is not reimbursed.
4. For persons with reduced mobility, a disability sticker, or medical certificate, the use of a private vehicle is authorized and is subject to annual or temporary approval by the Head of Unit.

Article 14 Parking

1. It is recommended that the least expensive car parks be used (in particular long-stay car parks at airports).
2. Parking fees incurred where a member of staff has left his/her vehicle parked at the point of departure for his/her journey are reimbursed to a maximum duration of 7 days.

¹⁷ For further information, see: <http://voyages.epfl.ch>

¹⁸ For further information, see: <http://voyages.epfl.ch>

Article 15 Hotel accommodation or equivalent

1. The choice of hotels shall be made in accordance with the spending allowance per country as indicated in Annex 2. If the purpose of travel so requires, a hotel from a higher price category may be selected. This choice must be duly justified.
5. Actual hotel costs shall be reimbursed upon presentation of the invoice, minus any personal spending.
6. The invoice must carry the name of the person undertaking travel.
7. The cost of the night prior to and the night following the event may be considered as a professional expense. Any additional nights of accommodation, before or after, are considered private expenses.
8. Additional expenses relating to companions are considered as private spending and are to be subtracted.

Article 16 Apartment accommodation or accommodation in private dwellings

1. Accommodation in private dwellings during professional travel shall give rise to the reimbursement of a gift to the sum of CHF 80.00 maximum for the complete duration of the stay. Expenses must be justified.
2. The renting of an apartment may be possible if financial justification can be proven.
3. All meals consumed during the day, in the apartment and/or on campus are covered by maintenance and living expenses, and shall be reimbursed according to actual spending in accordance with the meal allowances (excluding breakfast) listed in Annex 2.
4. The private portion of apartment accommodation shall be subtracted.

Article 17 Meal expenses

1. EPFL recommends that travelers consider the reference amounts for meal expenses listed in Annex 2.
2. The following expenses are considered meal expenses:
 - Meals consumed during periods of professional travel. These shall be reimbursed based on actual spending.
 - Professional meal costs incurred for meals amongst EPFL colleagues, within reason regarding frequency and cost (CHF 28 per person in Switzerland). In all cases, the most senior employee¹⁹ present at the meal must settle the invoice. The following information shall be recorded:
 - Objective and date of the meal or event
 - List of associated individuals
9. It is considered that there are three daily meals. Breakfast is reimbursed for departures from the place of residence before 7am and an evening meal is reimbursed for arrivals at the place of residence after 7.30pm.
10. No reimbursement may be requested if the person undertaking travel has not incurred any spending (for example, conference with meal included, third party invitation, meal provided during air travel, etc.).
11. Meal expenses settled by invoice are subject to the same validation procedure as expense claims and must bear the same information.
12. In case of loss of receipt or in case a receipt is not provided, an exceptional allowance can be granted²⁰

¹⁹ Hierarchical seniority

²⁰ See Annex 2

Article 18 Visas, vaccinations and gratuities

1. The person travelling is responsible for ensuring that his/her passport is valid for the professional journey. He/She is also responsible for obtaining a visa. A visa agency may assist with procedures relating to this latter responsibility²¹. Visa expenses incurred for professional travel shall be reimbursed.
13. The person travelling is responsible for ensuring that he/she has received the vaccinations required for the professional journey. Vaccination expenses incurred for professional travel shall be reimbursed.
14. Gratuities are only reimbursed when a service charge is not included in the price of the meal. Only gratuities described as being 'mandatory' or 'strongly recommended' shall be reimbursed, to a maximum of 5 to 10% of the cost of the meal except for the USA where the max. rate is 20%.

Entertainment expenses

Article 19 Entertainment expenses

1. The following expenses shall be considered as entertainment expenses and should be engaged with restraint:
 - Expenses incurred within the context of continuing relations between EPFL and external third parties (primarily meal expenses);
 - Expenses incurred within the context of external meetings, workshops or excursions;
 - End of year meals between colleagues.
2. Partners or spouses of EPFL employees may be associated if external guests are also accompanied by their partners or spouses.
3. Actual spending shall be reimbursed provided that the following mandatory information is recorded:
 - Aim of the invitation, name of the company/organization, names of the external and internal persons present;
 - Date and location of the event.
4. The maximum amount reimbursed per person is CHF 100.00 within the context of expenses incurred with third parties and end of year meals. Any excess shall be justified in writing when completing the expense claim.
5. Expenses incurred within the context of external meetings, workshops or excursions are not capped but must be exercised with restraint.
6. Invoiced entertainment expenses are subject to the same validation procedure as the expense claim and must include the same information.

Procedures for travel requests and expense claims

Article 20 Travel request: definition, planning and budget

1. A travel request is necessary if:
 - The person undertaking travel is to travel by air;
 - The trip requires hotel accommodation for one or more nights.
2. Before making any purchase relating to the intended professional travel, the travel request must be completed and validated.
3. The travel request must present an estimation of the costs for the following categories of expenses (if applicable):
 - Air travel
 - Train travel
 - Car rental
 - Accommodation
 - Inscription fees (conferences, seminars, etc.)

²¹ Certain countries require that a passport remain valid for 3 or 6 months following the return date of the holder. For further details, see: voyages.epfl.ch

- Meals

Article 21 Approval of the travel request

1. Travel requests may be validated by all persons with signature rights over the full cost center²².
2. The Head of Unit is authorized to approve his/her own travel request subject to the following paragraph.
3. The hierarchical superior may request that he/she be the only person authorized to approve travel requests for the Units under his/her responsibility²³.

Article 22 Handling of expense claims

1. Expenses relating to professional travel shall be assigned to the travel plan concerned without undue delay²⁴.
2. Expenses not related to professional travel shall be declared as soon as possible. The claim shall be validated when it exceeds CHF 200.00, and at the end of each year at the latest, in accordance with instructions regarding the closure of annual accounts.

Article 23 Attribution of purchases made with a professional credit card (corporate or individual), CFF/SBB Ticket Shop Business, Travel Agency and invoices

1. Purchases made via the Travel Agency will automatically be assigned to the relevant expense claim.
2. Spending with an individual EPFL credit card must be assigned to an expense claim within the 30 days following the purchase.
3. Purchases made via CFF/SBB Ticket Shop Business for travel must be assigned to an expense claim at the moment of purchase.
4. Purchases for travel made with a corporate credit card²⁵ must be assigned to an expense claim at the moment of allocation.
5. The portion of private spending must be declared and recorded.
6. All of these expenses will be debited to the fund specified when the expense claim is counted.
7. Invoices relating to travel shall be assigned to an expense claim.

Article 24 Approval of expense claims

1. Expense claims shall be validated in accordance with the principles outlined in Art. 3.
2. Validation shall take place in three stages, in accordance with Art. 48 of the Financial Regulations²⁶: firstly by the beneficiary, secondly by the hierarchical superior with rights over the cost centre (or his/her representative), and finally by the Accounting department (randomised verification).
3. Where the beneficiary is a School Dean or College Director, the approver is the Vice-President for Academic Affairs.
4. Where the beneficiary is a Vice President or the President, the approver is the General Secretary.
5. In the case of refusal from the approver, the expense claim is returned to the beneficiary for correction.

²² Signature rights for > CHF 0.00

²³ In this case the person completing the travel request shall select this person from the list of 'approvers' shown in the dropdown menu of the tool.

²⁴ If possible, within the current month.

²⁵ See the Directive on the use of credit cards at EPFL, LEX 5.4.1

²⁶ See Article 48, Signatory rights for reimbursement of professional expenses

Controls and penalties

Article 25 Controls and competencies

1. The VPF ensures that the present regulations are properly applied and completes regular reporting on spending per Unit and per spending category.
2. A posteriori controls will be undertaken by the VPF.
3. The ETH Board internal audit runs a subsidiary control.

Article 26 Penalties

1. The non-respect of purchasing channels (Annex 4) shall lead to the non-reimbursement and / or cancellation of the individual EPFL credit card.
2. Deviations from the principles laid down above shall be handled with the beneficiary.
3. Proven cases of fraud will be reported and sanctioned in accordance with the regulations in force.

Final provisions

Article 27 Entry into force

1. The EPFL Direction approved this directive on 5th November 2018. It entered into force as of 23rd September 2019. Status as at 14th April 2021.
2. The present directive cancels and replaces any other instructions relating to professional travel and business expenses at EPFL.

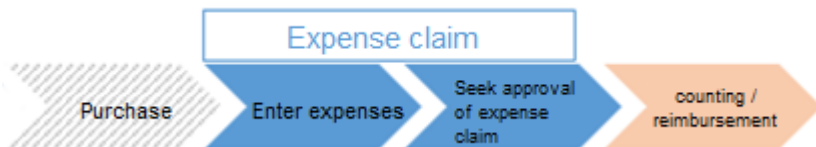
On behalf of the EPFL Direction:

President:
Martin Vetterli

Director of Legal Affairs:
Françoise Chardonens

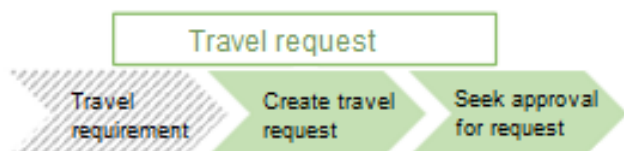
Annex 1: Procedures

A. Expense claim procedure (no travel):



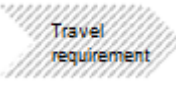
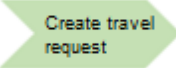
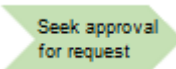
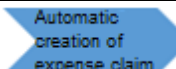
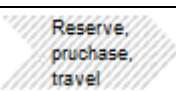
B. Expense claim procedure for travel expenses

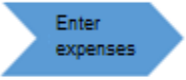
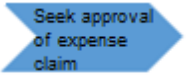
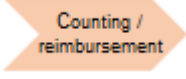
a. Phase I:



b. Phase II:



Procedure step	Description
	The employee identifies the requirement to travel.
	A travel request is completed for all travel (where travel implies a night of accommodation away from the place of residence or air travel).
	The approver is selected from amongst the individuals with purchasing rights of >CHF 0.00 for the cost centre. Self-approval is possible in accordance with the provisions set out in Article 21.
	The validation of the travel request will automatically generate a corresponding expense claim. This expense claim must exist in order to reserve travel through the Travel Agency.
	Purchase/reservation of flight, train ticket, car, hotel, conference inscription, etc.

 <p>Enter expenses</p>	The list of spending incurred in relation to travel or expenses is completed, and supporting documents scanned if necessary.
 <p>Seek approval of expense claim</p>	The expense claim is approved by the beneficiary, hierarchical superior with rights over the cost centre (or his/her representative) and Accounting via the workflow, in accordance with Article 24.
 <p>Counting / reimbursement</p>	The approved expense claim is counted and the expenses are reimbursed to the beneficiary.

Annex 2: Reference amounts for meal and accommodation expenses

The list below includes the most common destinations. A full list is available on voyages.epfl.ch²⁷

Reference value for meal expenses (it is advised that these amounts be respected): the amounts are noted in CHF. During hotel stays, breakfast which is not included in the price of the room, is reimbursed according to the amounts provided below.

Reference amount for accommodation expenses (hotel of average standing, 3 stars): actual expenses shall be reimbursed upon presentation of proof of spending. All spending which exceeds the reference amount must be duly justified in writing and may be denied.

Country		Reference amount for hotel	Breakfast	Midday or evening meal
Australia	CHF	210	12	24
Austria	CHF	260	14	28
Belgium	CHF	240	16	32
Canada	CHF	170	11	22
China	CHF	250	15	30
Czech Republic	CHF	250	12	24
Denmark	CHF	250	16	32
Estonia	CHF	180	8	16
Finland	CHF	240	14	28
France	CHF	320	17	34
Germany	CHF	240	12	24
Greece	CHF	270	12	24
Israel	CHF	320	15	30
Italy	CHF	230	13	26
Japan	CHF	310	20	40
Korea	CHF	230	17	34
Lebanon	CHF	150	15	30
Morocco	CHF	210	8	16
Netherlands	CHF	210	12	24
Norway	CHF	280	18	36
Poland	CHF	200	8	16
Portugal	CHF	250	9	18
Russia	CHF	280	14	28
Singapore	CHF	280	13	26
Spain	CHF	180	12	24
Sweden	CHF	300	13	26
Switzerland	CHF	230	14	28
Taiwan	CHF	230	13	26
U.A.E.	CHF	260	12	24
U.K.	CHF	390	13	26
U.S.A.	CHF	320	14	28

²⁷ Source: Federal Department of Foreign Affairs

Annex 3: Purchasing channels

Overview of the various recommended purchasing channels authorised for the purchase of travel services:

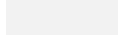


Type of expense	Purchasing channel		
	EPFL travel agency	Ticket-shop CFF	Other on-line purchasing channels
Flight ticket	X		(X)
Train ticket (Switzerland)		X	
Train ticket (outside of Switzerland)	X	X	(X)
Accommodation for beneficiary	X		(X)
Accommodation for guests in Switzerland	X	-	(X)
Rental car	X	-	(X)

X = channel recommended by EPFL

(X) = alternative channel

Annex 4: Table for individual and corporate credit card use

Expenses		Payment method		
		Individual CC	Purchase CC	Cash (inc. private CC)
Travel expenses, meal expenses and entertainment expenses	Flight ticket ²⁸			
	Train ticket CH ²⁹			
	Train ticket outside CH			
	Accommodation for traveler			
	Accommodation for guests in Switzerland			
	Car rental			
	Meal expenses			
	Entertainment expenses			
	Conference registration fees			
	Other travel expenses			
Goods and services, see dabs.epfl.ch ³⁰	Scientific purchases			
	IT purchases			
	Indirect purchases			
	Purchase of biological + chemical products and laboratory supplies			
	Infrastructure purchases + cars + gas + paper			
	Construction and stewardship purchases			
	Other goods and services			
Library, see library.epfl.ch ³¹	Books, ebooks and journals			
	Journals			
	Databases			
	Licenses			
	Maps and geodata			

 Preferred/authorized method of payment
 Exceptional method of payment, for when no other channel is possible.
 Payment method prohibited

²⁸ The recommended channel is the EPFLTravel Agency.

²⁹ Use ticketshop.epfl.ch

³⁰ See <https://dabs.epfl.ch/page-147773-fr.html> et <https://dabs.epfl.ch/page-150416-fr.html>

³¹ See <https://library.epfl.ch/collections>