






Table of purchasing channels and means of payment

Expenses		Purchasing channel	Means of payment				
		Mandatory or preferred purchasing channel	Airplus	Invoice	CCI ⁱ	CCA	Private
Travel expenses, meal expenses and entertainment expenses	1. Flight ticket ⁱⁱ	Travel agency					
	2. Public transport CH ⁱⁱⁱ	Webshop CFF					
	3. Public transport abroad	EPFL tl desk, Webshop CFF					
	4. Hotel	Travel agency					
	5. Airbnb						
	6. Car rental CH	Travel agency					
	7. Car rental abroad	Travel agency					
	8. Mobility car rental	Mobility					
	9. Travel documents(visas)	CIBTvisas					
	10. Travel insurance	Travel agency					
	11. Meals ^{iv}						
	12. Entertainment expenses ^v						
	13. Conference registration fee ^{vi}						
	14. Gift for colleagues						
Goods and services	15. Scientific purchaes	Purchasing/Catalyse					
	16. Desktops, tablets, laptops and smartphones	Purchasing/Catalyse					
	17. Computer licences informatiques not available on DistriLog						
	18. Biological + chimical products and laboratory supplies	Purchasing/Catalyse					
	19. Purchase of equipement	Purchasing/Catalyse					
	20. Construction and stewardship purchases	Purchasing/Catalyse					
	21. Services and miscellaneous supplies	Purchasing/Catalyse					
22. Customs dutiers (parcels) ^{vii}							
Library ^{viii}	23. Books, ebooks, print and online periodicals						
	24. Databases						
	25. Maps and geodata						
	26. Open access publiation						

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Travel agency	Services purchased from the EPFL travel agency are billed directly to the EPFL via the Airplus card and the transactions are directly integrated into the corresponding DF (expense note).
Webshop CFF	Tickets purchased via the SBB Webshop are invoiced directly to EPFL twice a month and transferred to the corresponding DF if the DF number has been indicated.
EPFL tl desk	This ticket office at the Maison de la mobilité (Mobility Center) is the preferred purchasing channel for train tickets abroad. Payment methods are currently limited to credit cards.
Purchasing/Catalyse	The Sesame Purchasing/Catalyse portal should be used primarily for purchasing. This is why the "invoice" payment method appears in green. For cases 15, 16, 19 and 20, the use of other purchasing channels is totally or mostly prohibited (grey and crossed-out cells). In some cases only (17 and 18, 21, 23 to 26), in particular webshops that must be used to purchase goods and services, the use of a credit (purchase) card is possible.

	Usual payment method
	No existing official payment method
	Payment methods for guests only
	Payment method in the absence of an alternative
	Prohibited payment method

ⁱ CCI: individual credit cards ; CCA: purchase credit cards

ⁱⁱ The mandatory purchasing channel for air tickets is the EPFL travel agency in accordance with art. 7 of the Directive on the organisation of responsible business travel (LEX 5.6.2)

ⁱⁱⁱ Use [Webshop CFF](#) (see art. 3 para. 3 LEX 5.6.2. Purchases are automatically charged to the funds twice a month.

^{iv} F Meal expenses related to a trip or not related to a trip. The reason for the event must be explained and a list of those attending must be attached.

^v Travel-related or non-travel-related entertainment expenses. The reason for the event must be explained and a list of those attending must be attached.

^{vi} If paying by invoice, enter the DF number (expense note number).

^{vii} These are customs fees for parcels received from abroad and to be collected at the Ecublens post office.

^{viii} See <https://www.epfl.ch/campus/library/collections/> as a priority. Then go through Purchasing/Catalyse for a non-catalogue order.