

31 January 2022

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## Information sheet: Expenses for lecturers

### 1. Initial position

This information sheet is based on the "Guidelines for the remuneration of teaching assignments at the University of Lucerne" of 17 December 2021. Item 8 of the guidelines reads as follows:

#### 8. Allowances and expenses

As a rule, expenses for travel, board and accommodation of lecturers are not compensated separately. In special cases in which the expenses for the lecturer appear to be unreasonable, the Dean may approve the payment of compensation. Details shall be regulated by the Office of the Vice Rector for Personnel and Professorships in a corresponding information sheet

### 2. Principle

Lecturers are temporary employees of the University of Lucerne. Like other university employees, they are therefore in principle not entitled to reimbursement of travel costs or expenses for meals or accommodation (cf. item 8 Guidelines).

### 3. Exceptions: Compensation for travel

Exceptions to the principle that travel expenses are to be borne by the lecturers may be made for valid factual reasons. This requirement shall be met in particular if the lecturer in question is resident abroad or if the classes are one-off ("blocked") classes held away from home.

Conversely, as a rule, there is no entitlement to a travel allowance if lecturers resident in Switzerland (like other employees) travel from their place of residence to Lucerne and back again every week for the teaching sessions.

Train/bus: Travel shall be reimbursed if public transport (train: SBB, DB, etc.) is used from home or the airport to Lucerne and back. Only the actual costs shall be reimbursed. Holders of an SBB General Season Ticket will be reimbursed half the cost of the journey in the class travelled (please enclose a copy of the GA travelcard or a copy of the SwissPass purchase receipt and any class change tickets). Within Switzerland, first class travel is permitted for journeys of more than 30 minutes. First class journeys abroad can be booked by prior arrangement with the faculty or institute.

Air travel shall only be reimbursed if travel by more environmentally friendly means of transport is not reasonable. As a rule, it is only deemed unreasonable if the journey by other means of transport would take more than three hours longer than the flight. Airline tickets shall be reimbursed at the economy rate.

All travel expenses must be evidenced by the original receipts.

It should be noted that the travel allowance is related to salary and therefore subject to tax. This is shown accordingly on the salary statement.

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#### 4. Accommodation costs

Costs for accommodation will be reimbursed if it is not reasonable to travel on the day of the course or to return on the same day. Reimbursement of proven expenses in a mid-range hotel with shower or bath incl. breakfast (according to the hotel list of the University of Lucerne: G:\UNETEntry\3\_ZentraleDienste\Administration\Unterkunft\_Hotels).

Private telephone calls and in-room bar drinks will not be reimbursed.

#### 5. Procedure

The faculties indicate in the list of teaching assignments whether a lecturer is entitled to claim expenses.

The reimbursement form must be completed and signed **and sent with all original receipts** immediately after the end of the semester (end of December, at the latest by 10 January of the following year or the beginning of June) to the relevant office of the faculty concerned (institute/department/Dean's office).

Claimants shall attest to the correctness of the claim by signing.

The management responsible shall verify and approve the billing. It shall then forward this to the finance and accounting department for payment.