



## Information Sheet on the Conference Fund for Doctoral Candidates

### 1. General Information

The Faculty of Law (FoL) of the University of Zurich has created a conference fund for doctoral candidates to support the Faculty's junior researchers with national and international networking. This information sheet governs the reimbursement of expenses through the conference fund for conferences and congresses in Switzerland and abroad.

### 2. Eligibility

The following persons are entitled to claim travel and conference-related expenses:

- Teaching and research assistants in junior academic positions from their second year of employment onwards;
- Doctoral candidates from their second year of employment onwards;
- Positions "Support in teaching and research (temporary)" from their second year of employment onwards.

A signed doctoral agreement and confirmation from the supervisor that attending the conference/congress will benefit the candidate's doctoral thesis must be provided.

### 3. Framework Conditions

Only expenses incurred in connection with attendance at congresses and conferences, but not seminars, are reimbursed.

Travel expenses are reimbursed up to a maximum of CHF 750 per person and year of employment. Expenses can also be reimbursed up to the maximum amount for multiple conferences each year.

Expense claims can be submitted for a total of four years.

The following expenses can be reimbursed:

- Travel costs: Second-class train tickets, air travel costs pursuant to § 6 of [the UZH Expense Regulations](#);
- Accommodation costs pursuant to § 10 of [the UZH Expense Regulations](#);
- Congress or conference fees, not including the costs of optional additional services such as those related to accompanying events (evening meals, entry fees, guided tours, etc.).

Taxi fares and the costs of meals will not be reimbursed.



Expense claims will not be remunerated if the costs of attending a congress or conference do not exceed CHF 30.

#### **4. Process for Claiming Expenses**

Claims for travel expenses can only be submitted after attending the event in question. Expenses must be claimed soon after the event.

The following documents must be provided for a claim to be reimbursed:

- Expense Claims Form for the FoL Conference Fund;
- Expense Claims Form for the UZH Finance Office (see instructions for filling this out);
- Expense documentation.

The documents must be collated into a single PDF and sent to the Faculty of Law Finance Office, Payments Team, [zahlungen@ius.uzh.ch](mailto:zahlungen@ius.uzh.ch). Please direct all queries regarding expense claims to the Payments Team.

Faculty Council, 20 November 2023