

# Germaine de Staël Programme's expenses and reimbursement rules

The Germaine de Staël funding programme covers only the following travel expenses:

- Shorts trips to France (maximum 10 days per trip, several trips are allowed)
- Travel by train or plane, if cheaper, and exceptionally by car only when needed for specific research purposes
- Accommodation costs up to CHF 240.- per night in Paris and up to CHF 150.- per night elsewhere in France

We reimburse the effective transportation costs from Switzerland to France and overnight costs. All the additional expenses in France, such as meals, metro, etc., are covered by the daily rate (CHF 95.- in Paris and CHF 80.- elsewhere in France). Any other costs are excluded.

CHF 4'500 is the maximal amount reimbursed per project and per year.

Please use the reimbursement form to submit your expenses. In order to be considered your reimbursement form must:

- Be signed
- Be fully filled
- Include a scan of your receipts **in a single pdf**

Please note that the person/organization mentioned on this form must be the bank account owner. The money transfers are only possible in Swiss Francs (CHF) and cannot be in euros (EUR) or any other currency (USD, GBP...).

Send the reimbursement form and scanned receipts to [mint@satw.ch](mailto:mint@satw.ch)

## Deadlines:

The reimbursement form can only be submitted twice a year:

- Before the 15<sup>th</sup> of September
- Before the 15<sup>st</sup> of December

If you plan to travel after the 15<sup>st</sup> of December, please send us the reimbursement form as soon as possible. A payment made in January impacts the following year's grant.

Thank you for your support to run this programme smoothly.