Guidelines for Budgets, Expenses and Reimbursements

Budget Guideline:

1. Budgets must be completed with the **template** provided by the CLIC administrators.
2. Budgets must be **sufficiently detailed** (eg: expenses by event and category such as catering, travel, etc…).
3. Budgets must be sent to CLIC administrators at the very latest **one week before the Fall General Assembly**.

Expense Policy:

1. Expenses must be aligned with CLIC goals and with the commissions’ guidelines
2. **Expenses must follow the budget**. In cases of unforeseen and extraordinary circumstances, CLIC administrators must be consulted to make changes to the budget.
3. Expenses cannot be excessive. The most reasonable, sustainable, and **cost-efficient alternative** must always be prioritized.
4. Expenses for committee members and commission members should always be moderate, infrequent and **directly related to CLIC goals and activities**.
5. Trips cannot be done by plane if there exists a train or bus **alternative less than 12 hours long**. Trip segments (separated by stopovers) cannot be done by plane if there exists a train or bus **alternative less than 4 hours long**. These rules also apply to reimbursements to any individual or group.

Reimbursement Procedure:

1. Car fuel costs are reimbursed at a rate of **0.30 CHF per km** (rate can and should be adjusted according to fuel prices). The mileage from the starting point to the destination

will be determined using Google Maps. The destination address must be proved through a document such as an invoice, receipt, or email (unless there is a valid reason for not being able to supply this proof). The starting point must be EPFL or the vehicle's parking spot (if in a reasonable and coherent location).

2. Reimbursement must be done in **CHF unless absolutely necessary**. If another currency must be used, the currency exchange to CHF on the day of the purchase must be provided within the proof of payment.
3. Any transfer fees (usually due to transfers to a non-CH account and/or due to transfers in another currency) should be paid by the recipient of the transfer when possible. If it is not feasible, the fees incurred must have been budgeted.
4. Proof of payment must be scanned, the right side up and **readable**.
5. Proof of payment must include a **detailed summary of the expense**, the total amount spent, the currency used, the date of payment and the recipient.
6. Proof of payment must be sent to CLIC administrators within **30 days** following the payment.
7. If there are multiple documents in the proof of payment for one expense or reimbursement, they must be merged into one document, and an explanation must be provided.

> CLIC administrators reserve the right to deny reimbursement if any of the conditions outlined in this document are not met.

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