



## Information Sheet on the Conference Fund

### 1. General Information

To promote national and international networking of early-career researchers employed at the Faculty of Law of the University of Zurich (UZH), the Faculty has established a conference fund. This guideline regulates the reimbursement of costs for conferences and congresses both in Switzerland and abroad.

### 2. Eligibility

The following persons are eligible to apply:

- Early Postdocs;
- Assistants in junior academic position;
- Doctoral candidates;
- Support for Research & Teaching.

### 3. Requirements

A confirmation from the supervising person is required, stating that participation in the conference / congress / academic training is beneficial for the dissertation project. For Support for Research & Teaching, the confirmation should refer to a planned dissertation project.

This requirement does not apply to Early Postdocs.

### 4. Conditions

Only expenses related to participation in congresses, conferences or academic training are reimbursed, not those related to participation in seminars.

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.

Applications can be submitted for a maximum of four years. This limitation does not apply to Early Postdocs.



The following expenses can be reimbursed:

- Travel costs: second-class train tickets, flight costs as per § 6 of the UZH Expense Regulations;
- Accommodation costs as per § 10 of the UZH Expense Regulations;
- Conference or congress fees, but not additional optional costs such as participation in social events (e.g., dinners, entry fees, guided tours, etc.).

Taxi fares and meal expenses are not reimbursed.

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

## 5. Reimbursement Procedure

Travel expenses can only be submitted after the participation has taken place. Reimbursement requests should be made promptly.

The following documents are required for reimbursement:

- Reimbursement form for the Conference Fund of the Faculty of Law;
- Yokoy reimbursement form (see instructions for filling this out);
- Receipts for expenses.

The documents should be sent as a single PDF to: RWF Finance, Payment Team, [zahlungen@ius.uzh.ch](mailto:zahlungen@ius.uzh.ch). Questions regarding expense reimbursement should be directed to the Payment Team.

Faculty Council, 25 November 2024