



## Information Sheet BILLING Guest Lecture/Workshop/Conference and Financial Support for Research Expenses

### Terms

As a rule, the money awarded by the HPSL cannot be paid directly to the organizers of an event, but will be settled via the coordination office after the respective event (advance payments are possible after consultation with the coordination office).

For the settlement of honorariums, travel costs and other expenses:

For **guests**, the [form Honorarium](#) Statement of the Department of Finance and Controlling of the University of Basel must be completed. Please contact the Coordination Office **before** the start of the event.

Expenses and other out-of-pocket expenses of **university employees** will be settled by the Coordination Office. For this purpose, an overview of the budget items and a scan of the original receipts (invoices, flight and train tickets, cash receipts, etc.) must be submitted (it is essential to keep the original receipts until the settlement has been finalized).

After the event, please submit a detailed final invoice (see below) to the Coordination Office based on the budget requested. If an invoice is issued by a service provider, it can (preferably) be sent directly to the Coordination Office and paid by them (for example, hotel bill, printing costs, etc.). Any money claimed but not used must be refunded.

Settlement of expenses in other currencies: When paying with a Swiss credit card or from a Swiss bank account, please indicate the amount charged in CHF. In case of direct payments in the other currency, the system will automatically charge the respective daily exchange rate when settling the account. If you have exchanged your foreign currency at a different rate, please indicate this accordingly.

### Final invoice

After completion of the respective event, a final invoice must be submitted containing the following documents (see sample documents):

- Short cover letter
- Individual breakdown of all expenses
- Scanned original receipts (in digital form, keep originals until statement is finalized).

For workshops additionally:

- Short workshop report (approx. 1 page A4)

For conferences additionally:

- Short conference report (approx. 1 page A4)
- If applicable, a final financial report on the entire conference, which has been validated by the third-party funding management.

### Address of the coordinator:

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