



UNIVERSITY OF AMSTERDAM

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**AISSR (Amsterdam Institute for Social Science Research)**

**MANUAL FOR BUDGETING AND REFUND OF  
EXPENSES**

**Please read this information carefully to prevent any problems concerning your  
reimbursement**

*September 2016*

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## 1. Submission of budgets and reimbursement of expenses

Please take the following regulations into consideration:

- The deadline for submission of the budget for research expenses to your programme group is **three months** before departure. Note that your programme group may set different deadlines.
- You will only be reimbursed for expenses included in the approved budget, so be as accurate as possible and remember to include all expenses you might reasonably expect, such as airport taxes and other handling fees for issuing travel tickets, transportation to/from the airport, etc.
- After your programme group approves the budget, an advance up to a maximum of 80% of the total budget may be issued. This takes approximately 4 weeks.
- The deadline for submission of the request for reimbursement of research expenses is **two months** after returning.
- Expenses that were not included in the budget presented to and approved by the Programme group will not be reimbursed.
- Model both the budget and the request for reimbursement of actual research expenses in the following categories: travel, accommodation and other expenses.
- In case of fieldwork, please be aware that approval will be given for the time period indicated in the budget. Extension of that period, for whichever reason, will not be granted automatically and certainly not without prior approval from the AISSR's programme manager and his/her supervisor. When the period abroad is shorter than indicated in the approved budget, the sum allotted will be decreased accordingly.

### 1.1 Travel

Travel expenses include:

- return travel ticket from the Netherlands to the country of research as well as flights within the country of research (ticket stubs and invoice must be submitted)
  - travel by bus or train (submit tickets)
  - other travel expenses (if no receipts are given register these expenses in your bookkeeping).
1. Expenses will not be reimbursed without receipts. Only expenses less than € 5,00 for which, **depending on the country**, no receipts are given (for example public transportation in some countries) will be reimbursed, as long as the total amount is reasonable and registered in a notebook. Expenses exceeding Euro 5,00 must be submitted with a receipt.

2. The AISSR does not make use of Daily Subsistence Allowances. Expenses for daily subsistence will be reimbursed only if submitted with original receipts and if they were included in the approved budget, provided they are within reasonable limits, depending on the country visited.
3. When traveling by train, indicate what the trip was for and which person(s) or institution(s) was/were visited. For travel by train, within the Netherlands or abroad, only second-class tickets will be reimbursed. For travel by plane, only economy-class tickets will be reimbursed.
4. Travel by (personal) car will only be reimbursed at Euro 0,19 per kilometer, provided that practical reasons for traveling by car exist, for example when no other adequate mode of transportation such as railway or bus is available.
5. When on fieldwork, register **all** expenses in a notebook. Making this part of your daily routine will prove useful: it will minimize the risk of forgetting substantial amounts and it can be used as proof for expenses such as bus fare, internet access etc. for which in some countries no receipts are given.

### ***1.2 Accommodation***

1. Hotel bills must be submitted.
2. Private lodging: receipts must be submitted. Except for some cases (please ask for details before departure), expenses incurred for accommodation during fieldwork will not be reimbursed. Exceptions may apply for a temporary stay within another city, for example to examine records and archives.
3. Should you sublet your accommodation in the Netherlands during your stay abroad, then compensation will only be provided for the amount of living expenses minus the proceeds of sublease.

### ***1.3 Other Expenses***

The following expenses **may** be reimbursed, provided they were entered in the budget and approved by the Programme group. Receipts should always be submitted:

- telephone, postage and fax
- photography
- internet
- photocopying
- costs of provision, banking-services
- newspapers and magazines specifically needed for research
- representation
- language courses
- expenses for research assistance, translation, etc.

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- administrative and service-costs (visa, conferences, memberships)
  - international freight
  - research devices (batteries, recording device, etc.)
  - other equipment
1. Representation: receipts of restaurants, gifts for informants etc. should be submitted, indicating the occasion and the people present/recipients. Research devices and equipment, such as recording device, bicycles, mattresses etc. may only be purchased if they were included in the budget approved by the Programme group. If sold upon return to the Netherlands, proceeds should be included in your request for reimbursement.
  2. Expenses that were not included in the budget presented to and approved by the Programme group will not be reimbursed.
  3. In principle, the AISSR does not sponsor the production and publication of books and other reading materials (with the exception of dissertations, see the PhD guide on the AISSR website). Individual programme groups may have different policies and offer small contributions. All AISSR members are asked to first apply for external funding for editing and translation costs.

## **2. Expenses not eligible for reimbursement**

- AISSR does not sponsor the purchase of books and other reading materials.<sup>1</sup>
- AISSR does not sponsor memberships of academic organizations. We have an institutional membership of ECPR and ECSR.
- AISSR does not cover expenses which were not included in the budget presented to and approved by the Programme group. If during fieldwork, due to unforeseen circumstances, expenses not included in the approved budget turn up and/or if certain expenses included in the budget are expected to exceed the amount indicated in the approved budget, a revised version should be sent to the programme manager for approval as soon as possible. Transfer of funds among the different categories of the approved budget is not allowed without prior authorization from the AISSR programme manager.
- AISSR does not cover daily commuter travel costs. Please contact the UvA personnel department or UvA/Jobservice about the commuter travel regulations in place. Fieldwork-related travel and the like

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<sup>1</sup> Externally funded projects may have different expense policies regarding the purchase of reading materials. Please contact your programme manager for more information.

(meetings with promoters, interviewees etc.) will be reimbursed based on the cost/equivalent of 2<sup>nd</sup> class (train) tickets.

### 3. General important notes

**Note 1.** Budgets and/or requests for reimbursement submitted after the above-mentioned deadlines risk not being considered.

**Note 2.** Requests for reimbursement will only be accepted if they are accompanied by original receipts/invoices and submitted on the proper UvA form/selfservice tool (see note 4). If payments are made through a bank account or by credit card, copies of the bank statements must be provided. Please keep ticket stubs (boarding pass). All receipts/invoices must be numbered and **glued or taped (NOT STAPLED)** on A4 sheets.

**Note 3.** All expenses made abroad should be accompanied by bank statements or other documents showing the actual exchange rate (may be taken from the Internet). In case of the settlement of an advance payment use the exchange rate of your received advance payment. If no advance you can use the average exchange rate per month. Information on exchange rates for all countries can be found on: <http://www.oanda.com><sup>2</sup>

**Note 4.** *Invoices and expense forms*

**Invoices of companies** should be sent **digitally** in PDF format to the **Crediteurenadministratie of the UvA**: [factuur@uva.nl](mailto:factuur@uva.nl)

Please state the following data to the supplier if you make a reservation/order:

1. Reference number: Ask the supplier to mention the correct WBS element on the invoice (if you do not know the correct WBS element, please ask your programme manager beforehand). **Without this WBS element the invoice can not be processed by the UvA.**
2. Contact: Ask the supplier to state the name of the programme manager and the name of Jose Komen on the invoice.
3. Address of the invoice: Universiteit van Amsterdam, t.a.v. Crediteurenadministratie, Postbus 49, 1000 AA Amsterdam.

**Expense forms** for reimbursement of costs to yourself should be sent to the programme manager of your programme group.

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<sup>2</sup> In case of highly fluctuating exchange rates, please contact your programme manager.

If you are an UvA employee please use the self service tool. If you don't know the correct WBS element, please ask your programme manager.

**The self service tool can be found here:**

<https://zelfbediening.uva.nl/irj/portal>

- If you are not directly employed through the UvA (for example Jobservice and stipends) use the form '**declaratie- en voorschotformulier voor medewerkers niet in dienst**' and add all original documents. If you don't know the correct WBS element, please ask your programme manager. Make a print of your claim and add all the original documents (glued or taped on A4 sheets).

**You can download the form in both Dutch and English here:**

<https://extranet.uva.nl/a-z/content/declaraties/declaraties.html>