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# swimsa

## EXPENSE REGULATIONS

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# 1 Introduction

This expense regulation is a regulation and is therefore subject to an optional referendum at the swimsa General Assembly.

*According to Article 25.1, each member of the board may create regulations relating to their area; these regulations are, according to Article 19, subject to an optional referendum.*

In the case of an expense reimbursement request that does not fall into the categories covered by this regulation, the swimsa board, through its treasurer, is the deciding body. In case of a legal dispute regarding a reimbursement request, the swimsa supervisory committee is responsible for mediating between the parties.

In the event of discrepancies between the French, German, and English versions of this regulation, the German version shall prevail.

## 2 Procedure

All reimbursement requests that fall under the scope of this directive must be submitted to the swimsa treasurer using the expense form available on the swimsa website ([www.swimsa.ch](http://www.swimsa.ch)). All receipts must be included with a reimbursement request in order for it to be considered.

## 3 Types of Expenses

### 3.1 Travel Expenses

Travel expenses are reimbursed at the rate of a half-fare round-trip, 2nd class.<sup>1</sup> Persons holding a general season pass (GA) receive a flat rate of CHF 10 per travel day, provided that 2nd class half-fare travel costs would exceed CHF 10 on that day. The corresponding form is available on the website and must be submitted as a "receipt." Travel by private means (car, motorcycle, etc.) is not reimbursed unless combined with the transport of materials as per section 3.3.

### 3.2 Meals during Meetings

In principle, drinks consumed during official swimsa meetings can be reimbursed, as long as it remains within reasonable limits. The responsible meeting leader and ultimately the swimsa treasurer are responsible. Persons participating in meetings

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<sup>1</sup>The maximum refund for journeys made within the period of validity of an SBB day pass is the current fare for an SBB day pass with a Half-Fare travelcard. (78.- CHF as of 05.04.2025)

for **more than four hours** in one day are entitled to one meal with a **maximum budget of CHF 15** per person.

### 3.3 Printing, Telephone, Shipping, and Transportation

Expenses related to printing, phone calls, and the shipping or transport of materials are reimbursed if they are proportionate, clearly beneficial, and the person can prove a connection with swimsa.

### 3.4 SMSC Registration Fee

For relevant persons (see table and SMSC Guidelines), the registration fee for SMSC is covered by swimsa. The corresponding amounts must be transferred by the swimsa treasurer to the respective SMSC account.

## 4 Reimbursable Expenses by Position

### 4.1 Executive Board of swimsa

Members of the Executive Board (EB) are reimbursed for:

- **Travel expenses:** for travel to meetings where their presence is required as per Art. 3.1.
- **Meals:** meals during meetings at which their presence is required as per Art. 3.1.
- **Printing, Telephone, Shipping, and Transportation:** costs incurred in the course of their duties as per Art. 3.3
- **SMSC:** registration fee of SMSC as per Art. 3.4

### 4.2 National Officers of swimsa

National Officers (NOs) are reimbursed for:

- **Travel expenses:** for travel to meetings where their presence is required as per Art. 3.1.
- **Meals:** meals during meetings at which their presence is required as per Art. 3.1.
- **Printing, Telephone, Shipping, and Transportation:** costs incurred in the course of their duties as per Art. 3.3
- **SMSC:** registration fee of SMSC as per Art. 3.4. Their travel expenses are also reimbursed if they give a workshop or hold a stand at the Project Fair.

### 4.2 Other swimsa internals

swimsa internals are reimbursed for:

- **Travel expenses:** for travel to meetings where their presence is required as per Art. 3.1.
- **Meals:** meals during which their presence is required as per Art. 3.1.
- **Printing, Telephone, Shipping, and Transportation:** costs incurred in the course of their duties as per Art. 3.3

#### 4.4 Ausbildungskommission/Commission de la formation

Members of the Ausbildungskommission/Commission de la formation of swimsa are reimbursed for:

- **Travel expenses:** for travel to meetings where their presence is required as per Art. 3.1.
- **Meals:** meals during the meetings of the Ausbildungskommission/Commission de la formation, at the discretion of the meeting chair.

#### 4.5 Participants of the swimsa Delegates' Assembly

Covered under this section:

- Delegates of Members (full members, associate members, candidate members) of swimsa. The bylaws define the number of delegates.
- Chair of the Delegates' Assembly
- swimsa internals

These people are reimbursed for:

- **Travel expenses:** the travel to and from the delegates' assembly as per Art. 3.1.

#### 4.6 swimsa Delegation to IFMSA Congresses

Delegates representing swimsa at international IFMSA Congresses (e.g. General Assembly and EuREgMe) are reimbursed for:

- **Travel Expenses:** The travel to Meetings to prepare the delegation as per Art 3.1.
- **Meals:** Meals during meetings to prepare the delegation as per Art 3.2.

Reimbursement for costs incurred during the congress itself are handled separately.

## 5 Table

	Executive Board	National Officers	Other swimsa internals	AK/CoFo Delegates	DV/AD Participants	IFMSA Delegations
Travel Expenses	X	X	X	X*	X*	X*
Meals	X	X	X	X*	X*	X*
Printing, Telephone, Shipping, Transportation	X	X	X			
SMSC	X					

\*only for specific meetings

## 6 Versions

Version 1.0	Alexandre Moser & Cornelia Gnägi	November 2011
Version 1.1	Nadine Schönenberger	2016/2017
Version 2.0	Yannick Turdo	July 2019
Version 2.1	Kate Gurevich	October 2020
Version 2.2	Frederik Banerjee	April 2025