

Order of events of radio operator (radio engineer)

**Order of events and duties from July 2023**

DUTIES

What Where Who\_\_\_\_\_

Handling out of Badge, Key + Voucher Infodesk Main Entry hall B-Service

Registration in list for expences-control Infodesk Main Entry hall B-Service

Receipt of of Badge an Key Infodesk Main Entry hall B-Service

Expences account e-mail to: [buchhaltung@verkehrshaus.ch](mailto:buchhaltung@verkehrshaus.ch)

**Order of accounts**

1. The radio operators send their forms of expences account to [amerigo@aldighieri.ch](mailto:amerigo@aldighieri.ch) quarterly by the 31st of March, 30th of June, 30th of September and 31st of December
2. The B-Service sends at the same date the registration list of the radio operators for comparison to [amerigo@aldighieri.ch](mailto:amerigo@aldighieri.ch) and [buchhaltung@verkehrshaus.ch](mailto:buchhaltung@verkehrshaus.ch)
3. Amerigo sends the collected expences accounts to [buchhaltung@verkehrshaus.ch](mailto:buchhaltung@verkehrshaus.ch)
4. Expences are paid quarterly by the accounts department of the Verkehrshaus.

Order of events of radio operators Verkehrshaus der Schweiz

Order of events of radio operators

20th of June 2023 / nwe

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Form of expences of radio operator from ………… until ……………..

Name of the radio operator: ……………………………………………..

Day Home address *(domicile)*

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Banking accounts ……………………………………………………………………………………

IBAN ………………………………………………………………………………………………….

**Attendance list of radio operator from ……………. until ……….........**

**Date Name Home address**

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