Student travel reimbursement 2026 - 2027

This document is a translation that is provided for information purposes only.

1. FIELD OF APPLICATION

This Directive is aimed at UNIGE, UNIL, UNINE, and SEMP (formerly ERASMUS) students (BA or MA), at students who are recipients of Swiss Government Excellence Scholarships (enrolled in one of the Triangle Azur universities) who must travel from their home University to another Triangle Azur university or to the University of Fribourg:

1.1 to take Master's or Bachelor's courses and the exams tied to it.
1.2 for working sessions (maximum 3 per semester) with the director of the thesis project (joint Master's only).
1.3 to take up to 28 trips per semester in the event that the thesis project requires the use of a laboratory in another Triangle Azur university and on request by the thesis director, from the second year of the Master's (joint Master's only).

2. NON-REIMBURSABLE EXPENSES

Travel :

2.1 to conduct research in a library or laboratory (except as cases specified under point 1.3).
2.2 to take, at another location, courses similar to those offered by the university where the student is enrolled (home Faculty).
2.3 from the student's place to the train station.
2.4 from the student's place to the university in which s/he is enrolled.
2.5 by car.
2.6 undertaken outside the period of classes or exams; reservation is made for specific cases.
2.7 undertaken during an internship.
2.8 undertaken as part of field studies or study trips.

As well as :

2.9 tickets for public transportation taken separately from the train ticket or City-Ticket.
2.10 the SBB Half-fare Travelcard or the total price of the general Travelcard (GA).

3. GUIDELINES

3.1 Reimbursement for each segment of the trip, up to the maximum set by the cost of a 2nd class SBB, half-fare "City-Ticket*".
3.2 The student is responsible for purchasing an SBB half-fare travelcard.
3.3 The maximum reimbursement for transportation fees per semester is set at 1200 CHF.
3.4 In the event of frequent travel, it is recommended that students puchase a general (GA) Travelcard (for at least 4 months). The price of the GA Travelcard will not be reimbursed.
3.5 The reimbursement request, as stipulated in these terms and conditions, shall only be submitted at the end of the semester and must be submitted no later than 2 months after the end of the semester.

* In addition to the journey to the host university, the City-Ticket also includes a 1-day travelpass allowing unlimited access to public transportation at the destination.

4. CONDITIONS OF REIMBURSEMENT

Reimbursement is made using this form, fully completed and accompanied by:

4.1 the signature – on each line – of the instructor giving the course, and verifying the student's attendance. For exams or work sessions, the student is required to have the form signed by the instructor present at the exam, the supervisor or the session facilitator.
4.2 the student's signature and the date.
4.3 the date, seal, and signature of the student's home Faculty
4.4 all pertinent documentation:
  4.4.1 in the event that the applicant **does not have** a GA Travelcard:
    - original 2nd class Half-fare/City-Ticket* train tickets glued/taped on A4 size paper in chronological order
  4.4.2 in the event that the applicant **does have** a GA Travelcard:
    - proof of purchase of the GA Travelcard for the period during which reimbursement is requested

The forms and their attachments will be scanned, which is why train tickets and other pertinent documentation must be taped or glued and never stapled

5. VALIDATION AND REIMBURSEMENT

5.1 The completed and signed forms and the tickets (*taped/glued on A4 paper in chronological order*) must be sent in a single envelope to the student's home Faculty of the university in which s/he is enrolled for validation and signature (see 4.3).
5.2 Reimbursement forms must be validated, signed and stamped by the student's home Faculty, after verification of the following information: the student's enrolment at the Faculty, compliance with the study plan and receipt of the required documents.
5.3 The Faculty sends the validated forms to the Triangle Azur office for the student's reimbursement. The addresses of each university are available on the website.
5.4 Upon receipt, the Triangle Azure office will check and validate this form and then send it to the appropriate financial services office, which will make the transfer as soon as possible.

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Triangle Azur | Université de Genève, Université de Lausanne, Université de Neuchâtel

www.triangle-azur.ch

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Please comply with the instructions on the back of this form.
Once completed, this form must be sent to the student's home faculty for validation and signature.

Last name and First name: _____ **Date of birth:** _____

Address: street, number _____ **Postal code and city :** _____

Email address: associated with the university: _____ **Home University :** _____

Program: ◯ Bachelor's in _____ **Semester:** ◯ Automn

◯ Master's in _____ ◯ Spring

Banking details (IBAN): _____

Name of bank, branch location: _____

Date chronological order	**Destination:** GE, LS, NE, FR	**GA Travelcard or price of 2nd class, half-fare ticket**	**Courses taken**	**Instructor's signature, for each line**

Date:
Student's signature:

Total CHF

By her/his signature, the student hereby attests the veracity of the information provided.

Faculty validation: date, seal and signature

Once completed, this form must be sent to the student's home faculty for validation and signature.