

Reimbursement of Travel Expenses

Application form for the reimbursement of travel expenses for courses taken at ETH.
Only applicable for master students Graduate School Climate Sc., Univ. Bern.

Personal data

Matriculation number: Start of MSc training:

First name: Last name:

Street: Zip, place:

IBAN number:

Bank name and place:

SWIFT-BIC:

Semester

Semester: Year:

Courses

Title	Course ID	ECTS	Weekday	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Travels (fill in completely even if travelled with a General-Abonnement!)

Route: Bern (or place of residence) ↔ Zürich Amount (half fare, per return trip):

Dates of travel Number of travels:

The reimbursement can be claimed for each semester during your studies, up to a total of 1200 CHF for all semesters. Expenses for the Introduction Course are to be credited to the following semester. All expenses must be documented, e.g. proof of travelcard or ticket purchases, as electronic receipts or as paper tickets. Stick all proofs on a sheet of paper and number them consecutively. Travel expenses for Bern (or place of residence, if lower) ↔ Zürich HB are reimbursed. The amount of the reimbursement is based on the following rules (see right):

- For holders of a **half fare travelcard**: up to 600 CHF, based on receipts of single half fare tickets.
- For holders of a **GA travelcard**: the lower amount of
 - a) up to 600 CHF, based on single half fare tickets for course attendance, or
 - b) 30 % of purchase amount for GA travelcard(s), pro rata.

Total amount travel expenses:

OR check box

Grant for GA travelcard(s):

Total to reimburse:

Place, date: Signature:

Fill in this electronic form (no hand-writing, please) after each semester and send it, with scanned signature and receipts in **one PDF**, to ursula.widmer@unibe.ch, or submit on paper to: University of Bern, Oeschger Centre, Hochschulstrasse 4, CH-3012 Bern. **Incomplete forms will not be processed.**