

# Directive relating to the organization of responsible professional travel LEX 5.6.2

of 1st January 2023 (status as at 1<sup>st</sup> January 2025)

*The Direction of the École Polytechnique Fédérale de Lausanne,*  
based on the Ordonnance du 11 avril 2002 concernant le remboursement des frais dans le domaine des EPF<sup>1</sup>,  
based on the Directive concerning professional travel and the reimbursement of expenses (LEX 5.6.1) of 1<sup>st</sup> March 2007<sup>2</sup>

*hereby adopts the following:*

## **Section 1 General Provisions**

### **Article 1 Scope of Application**

<sup>1</sup> The present directive applies to all scientific, administrative and technical staff (including interns and trainees) performing a paid professional activity as part of EPFL, regardless of funding sources.

<sup>2</sup> It also applies to travel made by guests (conferences, appraisals, visits) as well as external staff appointed by EPFL, if and when the trip is organized and/or funded by EPFL.

<sup>3</sup> The organization of student travel (bachelor, master, continuing education) is subject to the Directive relating to the organization of responsible student travel (LEX 5.6.3)<sup>3</sup>.

## **Section 2 Professional Travel**

### **Article 2 Definition**

<sup>1</sup> Any travel made to perform professional activities outside a radius of 10 kilometers from the employee's place of work or place of residence is considered to be professional travel.

<sup>2</sup> Any travel from the employee's place of residence to their contractually stipulated place(s) of work and any travel not relating to their professional activity is considered to be private travel. As set in the employment contract and scope of work.

### **Article 3 General Principles**

<sup>1</sup> The provisions of the present directive satisfy the following general principles:

- Promoting educational exchange programs, professional development, and personal well-being all while reducing the environmental impact of travel.
- Guaranteeing the duty to provide information, monitor, prevent, and intervene abroad in accordance with Article 328 of the Swiss Code of Obligations.
- Making responsible use of resources by integrating environmental and financial criteria into trip organization and planning.
- Respecting the duty to set an example and be transparent when using public funds, regardless of the source of the funding, particularly through the absence of:
  - Conflict of interest between professional and private activities;

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<sup>1</sup> RS 172.220.113.43

<sup>2</sup> Directive concerning the reimbursement of work-related expenses (LEX 5.6.1)

<sup>3</sup> Directive relating to the organization of responsible student travel (LEX 5.6.3)

- Personal enrichment or loss (“no gain, no loss”)

## **Article 4      Travel Procedure**

<sup>1</sup> Prior to the trip, the employee must:

- Assess the cost-benefit ratio of the trip, including the professional, personal welfare, environmental and financial criteria.
- Assess the options for replacing the trip with a video conference.
- Gather information on the geopolitical and health situation of the destination as well as any regions crossed along the way. Travel to regions deemed high risk by EPFL is subject to validation in accordance with section 6.
- Ensure that they are informed about private insurance coverage and the international assistance services required for traveling abroad.
- Prioritize means of transport with low environmental impact when planning their trip.
- Generate a trip request and an expense claim using the expense report tool, if the trip requires a flight or at least one night in a hotel (see articles 16 and 17, LEX 5.6.1)
- Book their professional travel using EPFL’s official suppliers (appendix II), once the trip request has been validated.
- Fill out their passenger profile<sup>4</sup>, entering their personal data and international travel details.
- Check the validity of their identification documents as well as the coverage of their health insurance policy.
- Obtain any visas, vaccinations, health tests or prophylaxes required by the country or countries visited. EPFL reimburses these expenses.

<sup>2</sup> During the trip, the employee must:

- Notify the international assistance partner if necessary.
- Must ensure that the travel budget is not exceeded, inasmuch as is feasible.

<sup>3</sup> Following the trip, the employee must:

- Finalize the allocation of professional trip expenses in the expense claim.

## **Article 5      Special cases<sup>5</sup>**

<sup>1</sup> EPFL’s *Commission voyages* may grant exceptional exemptions from the rules set out in articles 8, 15 and 20

- To deal with emergencies or cases of force majeure
- On presentation of a medical certificate or disability certificate
- Where a duly substantiated justification has been furnished for reasons of:
  - Reconciling work with overriding family needs;
  - Absence of public transport services or incompatibility of routes or timetables;
  - EPFL’s policy does not correspond to the travel conditions of EPFL guests.

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<sup>4</sup> Fill out the passenger profile

<sup>5</sup> EPFL’s *Commission voyages*

<sup>2</sup> Any duly justified request for an exception must be made exclusively by e-mail to [commission.voyages@epfl.ch](mailto:commission.voyages@epfl.ch) prior to booking via the travel agency or the online reservation tool.

<sup>3</sup> Except in cases of emergency or force majeure, any request for an exception received after the trip has been booked will not be processed.

## ***Section 3 Public Transport***

### **Article 6 Principles**

<sup>1</sup> In accordance with the Confederation's climate goals, ratified by the CEPF, EPFL is committed to reducing the environmental impact of professional and student travel by at least 30% (ref. 2019) between now and 2030.

<sup>2</sup> To achieve this target, the Administration of EPFL encourages a reduction in the number of trips and, where applicable, the use of means of transport with low environmental impact.

<sup>3</sup> Public transport must be prioritized for all travel in Switzerland.

<sup>4</sup> Participating in or organizing virtual conferences or meetings is preferable.

### **Article 7 (Inter)national Trains, Subways, Trolleys, Buses, and Boats**

<sup>1</sup> In keeping with its climate goals and in line with the measures introduced within the central federal administration, any journey from one of the EPFL campuses to the final destination must be made by train if the total journey time is less than six hours. The predefined list of international destinations to be reached by train is authoritative (appendix I). For journeys between six and seven hours, the train remains the preferred option (appendix I).

<sup>2</sup> Employees in employment echelons 6 or below travel in 2nd class. Travel in 1st class is subject to the authorization of the Head of Unit. Employees in employment echelons 7 and above may select 1st class.

<sup>3</sup> For any trip in Switzerland, purchase of public transport tickets must be made in advance via the CFF/SBB Businesstravel Webshop<sup>6</sup> or with the CFF/SBB Mobile app.

<sup>4</sup> For any purchases of international public transport tickets, using EPFL's official suppliers (appendix II) is prioritized.

<sup>5</sup> To simplify organizing professional travel and reduce trip expenses, EPFL recommends purchase of group tickets or Interrail<sup>7</sup> passes through its official suppliers (appendix II).

### **Article 8 Flights**

<sup>1</sup> In order to ensure compliance with this directive, to create an environmental and financial appraisal of the travel and to ensure the duty of diligence with regard to the staff, the employees must make any professional air travel reservations via the EPFL central travel agency.

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<sup>6</sup> [CFF/SBB Businesstravel Webshop](#)

<sup>7</sup> <https://www.interrail.eu/en>

<sup>2</sup> To achieve the goal of reducing greenhouse gases generated by air travel for professional purposes, the following rules apply for any air travel:

- For a given journey and equivalent level of service, the most environmentally efficient airlines are prioritized for reservations.
- With no significant difference in terms of price (50%), time, or comfort, direct flights are prioritized for reservations.
- Flights between Swiss town and cities are not authorized.
- Any journey from one of the EPFL campuses to a final destination must be made by train if the total journey time is less than six hours. The predefined list of international destinations to be reached by train is authoritative (appendix I). For journeys taking between six and seven hours, the train must be prioritized (appendix I).
- Only “Economy” and “Economy+” are reserved in Europe and for flights lasting less than six hours. For longer journeys, “Economy” and “Economy+” classes are strongly recommended.
- First class tickets may not be reserved.
- A loyalty program membership with an airline does not constitute a criterion for selecting a travel offer.
- A vacation before or after a professional trip is permitted, but must be communicated when the quote is requested. The employee is responsible for any additional expenses generated by their private trips.

## ***Section 4 Public Transport Passes***

<sup>1</sup> To promote professional and private travel using public transport, EPFL offers several subsidies for national or EU pass purchases.

<sup>2</sup> All subsidies granted for the purchase of public transport travelcards are subject to taxation and/or social security contributions, with the exception of half-fare travelcards and GA travelcards granted for more than 60 days of business travel. The amounts concerned are recorded on the employee's payslip.

### **Article 9      Half-price pass**

<sup>1</sup> Every EPFL member of staff appointed for at least one year at an occupation rate of 50% and more is entitled to a free half-price pass<sup>8</sup>.

<sup>2</sup> This pass is to be used for professional travel on public transport. It may also result in discounts for private travel.

<sup>3</sup> The half-price pass is automatically renewed every year throughout the duration of the employment contract.

<sup>4</sup> For economic reasons, the Head of Unit may authorize the reimbursement of a Half Fare Travelcard for any other person who is not included in the circle of beneficiaries (Article 9, Paragraph 1).

<sup>5</sup> The subsidy is not retroactive. The voucher or discount code must be used when purchasing the transport pass.

<sup>6</sup> Beneficiaries must return the amount of any subsidies which were unduly obtained.

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<sup>8</sup> Half-price pass

## **Article 10      General Pass<sup>9</sup>**

<sup>1</sup> Irrespective of employment echelon, every EPFL member of staff appointed for at least one year at an occupation rate of 50% and more is entitled to:

- A 25% discount voucher valid for the purchase of a general pass in 2nd class.  
**OR**
- A 15% discount voucher valid for the purchase of a general pass in 1st class.

<sup>2</sup> The value of the subsidy is neither refundable nor redeemable for cash.

<sup>3</sup> From 60 days of professional travel per year, a general pass can be granted free of charge upon presentation of the dedicated HR document<sup>10</sup>.

<sup>4</sup> Benefiting from a subsidy for the purchase of a general pass excludes any claims for reimbursement of travel by public transport in Switzerland.

<sup>5</sup> Special cases are handled between the beneficiary and the HR department.

<sup>6</sup> The subsidy has no retroactive effect. The voucher or discount code must be used when purchasing the ticket.

<sup>7</sup> Beneficiaries must return the amount of subsidies unduly obtained.

## **Article 11      Regional Public Transport Passes**

<sup>1</sup> Every employee appointed for at least one year with an occupation rate of 50% and more is entitled to a 25% discount voucher for the purchase of a monthly or annual regional pass<sup>11</sup>.

<sup>2</sup> The pass must be held in the employee's name and must include the fare zone of the workplace.

<sup>3</sup> The discount is only valid for the purchase of a 1st class annual pass or 2nd class annual or monthly pass.

<sup>4</sup> The voucher, with a CHF 500.- upper limit, may be redeemed at dedicated points of sale at the time of purchase according to the rates in force for the current year.

<sup>5</sup> This subsidy may be combined with the free half-fare travelcard.

<sup>6</sup> The subsidy is not retroactive. The voucher or discount code must be used when purchasing the transport pass.

## **Section 5   Vehicles<sup>12</sup>**

### **Article 12      Principles**

<sup>1</sup> Use of individual motorized transport must be kept to a strict minimum.

<sup>2</sup> Parking fees in Switzerland are reimbursed in accordance with the terms and conditions stipulated in LEX 5.6.1.

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<sup>9</sup> GA Travelcard

<sup>10</sup> [List of professional journeys](#)

<sup>11</sup> [Regional passes](#)

<sup>12</sup> [Travel by car.](#)

## **Article 13      Rental and Car Sharing Vehicles**

<sup>1</sup> Within the framework of their professional activity, the employee must reserve a rental vehicle through EPFL's official suppliers as a matter of priority (appendix II). When abroad, other suppliers may be used depending on local provision of services.

<sup>2</sup> The unit assumes direct responsibility of the expenses for rental, use, insurance, and parking.

<sup>3</sup> Vehicle rental is accepted in addition to public transport (intermodality) or on its own if the time gained by car exceeds at least 50% of the journey time on any journey served by public transport.

<sup>4</sup> Use of a rental or car sharing vehicle is accepted for the transport of oversized, heavy or fragile equipment or equipment subject to regulations. Nevertheless, EPFL highly recommends using professional transporters.

<sup>5</sup> Rental car categories are defined between EPFL and its suppliers in accordance with financial and environmental criteria. Rentals of high-end vehicles are not reimbursed.

<sup>6</sup> In the event of a breach of traffic regulations, only the driver is liable.

## **Article 14      Taxi Services**

<sup>1</sup> Use of taxi services must be kept to a strict minimum and not to the detriment of public transport.

<sup>2</sup> All taxi services, whether public or independent, are accepted but subject to justification, to be appropriately substantiated, particularly where due to the absence of public transport alternatives.

<sup>3</sup> Any taxi journey made within a 10 km radius to or from an EPFL campus is not reimbursed; an exception is made for people with disabilities or who hold a valid medical certificate.

## **Article 15      Private Vehicles**

<sup>1</sup> Use of a private vehicle (car or motorized two-wheeler) for professional purposes is only authorized in Switzerland and limited to the specific cases cited in article 5.

<sup>2</sup> In the event that a private vehicle is used, only the driver is liable. A rented vehicle must therefore be prioritized for use. The reimbursement amount in kilometers granted by EPFL covers all fixed and variable expenses, and is capped at 150 km per trip (LEX 5.6.1, article 9, para. 5)

<sup>4</sup> In line with its sustainability goals, EPFL does not offer any fleet discounts with the purchase of a private vehicle used for professional purposes.

## **Section 6   *International Assistance***

### **Article 16      Coverage**

<sup>1</sup> In order to perform its duty of information, prevention, monitoring and intervention with regard to its staff traveling as part of their professional activities, EPFL has implemented an international assistance program<sup>13</sup>.

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<sup>13</sup> International assistance partner

<sup>2</sup> The international assistance program only applies to trips abroad made by staff performing a paid professional activity as part of EPFL.

<sup>3</sup> The duty of care and protection is provided before, during, and after the trip.

<sup>4</sup> For any professional trip abroad and regardless of the means of transport selected, the employee must fill out their passenger profile prior to departure,<sup>14</sup> entering their personal data and travel details.

<sup>5</sup> Regarding any private extension of a professional trip, assistance services abroad are available to the traveler.

## **Article 17     Services**

<sup>1</sup> EPFL's assistance provider is available to EPFL staff:

- Before the trip, to gather information on the risks associated with their destination.
- During the trip, for medical, safety, or assistance advice.
- In the event of an emergency, to assist at any time, whatever the nature of the need.

<sup>2</sup> Funding for international assistance services is borne by EPFL's Central Services.

<sup>3</sup> The international assistance program does not provide travel insurance coverage. A package offer may be requested from EPFL's official partners.

<sup>4</sup> In the event of any risks during their stay, the employee will be alerted directly by EPFL's international assistance partner.

## **Article 18     Classification of Countries<sup>15</sup>**

<sup>1</sup> On the basis of information from the assistance partner, as well as travel recommendations by the Confederation and other state services, a classification for each country in the world is published and updated regularly by the Security, Safety and Facilities Operations Department (VPO-SE). This consists of a scale from 1 (low risk) to 5 (travel not advised).

<sup>2</sup> Based on this risk scale, EPFL can adopt certain measures according to each level of classification of the country.

<sup>3</sup> For any journey in an area of extreme risk (level 4)<sup>16</sup>, the employee must request validation from EPFL's *Commission voyages* beforehand.

<sup>4</sup> Travel in non-recommended areas (level 5)<sup>17</sup> is prohibited as a matter of principle. In the event of travel that is imperative to the unit's duties, a duly justified exception may be requested from EPFL's *Commission voyages*.<sup>5</sup> In the case of an expedition to a region with particular risks (e.g. high altitude, isolated part of the world) or for activities with particular risks (e.g. diving, mountaineering, speleology), the employee must request prior approval from EPFL's *Commission voyages*.

<sup>5</sup> In the case of an expedition to a region with particular risks (e.g. high altitude, isolated regions of the world) or for activities involving particular risks (e.g. diving, mountaineering, speleology), the employee must request prior approval from EPFL's *Commission voyages*.<sup>18</sup>

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<sup>14</sup> Completing the passenger profile

<sup>15</sup> EPFL Risk map

<sup>16</sup> List of at-risk countries.

<sup>17</sup> List of at-risk countries.

<sup>18</sup> List of at-risk countries.

<sup>6</sup> For travel in areas of high risk (levels 4 and 5) and expeditions, the *Commission voyages* makes a decision once they have received advance notice from the VPO-SE. In the event that the trip is validated, the employee is strictly required to observe the imposed measures.

## **Section 7 Medical care**

### **Article 19 General Principles**

<sup>1</sup> Employees who spend time abroad have the right to undergo medical examinations at the EPFL's occupational medicine department.

<sup>2</sup> Employees must comply with requests from their line manager or the DSE to undergo a medical examination when the trip or trips as a whole are likely to present a health risk (in accordance with Article 53 of the *Ordonnance sur le personnel du domaine des EPF*, OPers-EPF). The time spent on these examinations is considered to be working time.

<sup>3</sup> Any costs relating to medical examinations required as part of a business trip will be borne by the unit.

## **Section 8 Accommodation**

### **Article 20 General Principles**

<sup>1</sup> The travel agency must be used first and foremost when reserving accommodation.

<sup>2</sup> Each employee who needs to go to a Swiss airport the day before or who is traveling abroad by train may enjoy an additional overnight stay. Furthermore, expenses for the night before and the night after the event may be deemed professional expenses.

<sup>3</sup> Accommodation costs will be reimbursed for a mid-range hotel (LEX 5.6.1, Article 10).

## **Section 9 Greenhouse Gas Emissions**

### **Article 21 Climate Contribution<sup>19</sup>**

<sup>1</sup> For professional trips funded by an EPFL unit<sup>20</sup>, as from 1 January 2026 an internal contribution equal to the greenhouse gas emissions generated by the flights is mandatory.

<sup>2</sup> The contribution goes to a fund dedicated to climate and sustainability action at EPFL.

<sup>3</sup> The travel agency helps quantify CO<sub>2</sub> emissions.

## **Section 10 Data Protection**

### **Article 22 Duty of Confidentiality**

<sup>1</sup> The administrative staff of the EPFL units working to promote responsible professional travel (Vice Presidency for Human Development (VPH), Vice Presidency for Finances (VPF), Vice Presidency for Operations (VPO)) as well as members of EPFL's *Commission voyages* are required to observe the duty of confidentiality and official secrecy.

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<sup>19</sup> CO<sub>2</sub> emissions generated by professional and student travel

<sup>20</sup> The funders' rules apply with regard to the contribution.



<sup>2</sup> Any breach of secrecy is punishable by criminal and disciplinary sanctions as provided for by law.

## **Article 23      Collection of Personal and Travel Data**

<sup>1</sup> The EPFL units working to promote professional travel as well as EPFL's official suppliers all process data, including sensitive data.

<sup>2</sup> Only data necessary for providing travel services and for calculating CO<sub>2</sub> emissions is subject to processing:

- Travel reservation data
- Last name(s), first name(s)
- Gender
- Date of birth
- Nationality
- Passport or identity card number
- Professional mailing address
- Phone number (private or professional)
- Professional email address
- EPFL identification number (SCIPER)
- Travel request number according to EPFL's expense report tool
- EPFL credit card number
- Travel ticket number (PNR) and date of issue
- Reservation number
- Date and time of departure
- Date and time of return
- Main country of destination
- Main city of destination
- Details of the means of transport used (flights, public transport, car reservations (including layovers))
- Transport operator (airline/rail company, car rental agency)
- Travel class or rental category
- CO<sub>2</sub> emissions from travel
- Details of the accommodation booked (type, address, duration, etc.)

<sup>3</sup> When performing services mentioned in the present directive, EPFL's official suppliers and their subcontractors must observe the Swiss legislation on data protection and, where applicable, the General Data Protection Regulation (EU).

## **Article 24      Passenger profile<sup>21</sup>**

<sup>1</sup> When booking a travel service, an electronic "passenger profile" containing the personal data for each EPFL passenger must be created:

- Personal data relating to the passenger profile
  - Last name(s), first name(s)
  - Department: local faculty or vice-presidency of which the individual is a member
  - Unit: laboratory or department for which the person works
  - SCIPER: EPFL identification number
  - EPFL email address
  - EPFL phone number

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<sup>21</sup> Completing the passenger profile

- Individual's status
- Data used for emergencies only (to be provided by the passenger)
  - Private email address
  - Private phone number
  - At least 1 emergency contact (last name, first name, family relationship, cell phone number, email address)

<sup>2</sup> This profile is kept in a computer database at EPFL and used as a reference document, consulted each time a reservation or international assistance service must be provided.

<sup>3</sup> When a reservation is made, a passenger name record (PNR) containing the personal data necessary for responding to the travel request of each traveler (and information relating to the reservation) is generated.

## **Article 25      Data Retention**

<sup>1</sup> Data are retained by EPFL's official suppliers for a duration of 3 years.

<sup>2</sup> The data are retained by EPFL's information systems for the duration of the employment contract.

<sup>3</sup> The following data can be retained by the EPFL's information systems for statistical and research purposes for a period of 10 years:

- Year of departure
- Year of return
- Main country of destination
- Main city of destination
- Complete details of the means of transport used (flights, public transport, car reservations (including layovers))
- Transport operator (airline/rail company, car rental agency)
- Travel class or rental category
- CO<sub>2</sub> emissions from travel

## **Article 26      Data Security**

<sup>1</sup> EPFL ensures the security of personal and travel data through enhanced data protection with added security measures.

<sup>2</sup> It implements appropriate technical and organizational measures to maintain data security and confidentiality and, in particular, to prevent any accidental or intentional manipulation, loss, destruction, or communication, as well as any unauthorized access.

<sup>3</sup> EPFL may employ Swiss or international subcontractors to the extent necessary for completing the tasks entrusted to them. They guarantee compliance with data protection legislation.

<sup>4</sup> If the subcontractor is international, EPFL ensures that the legal framework for application is respected prior to the communication of data abroad.

## **Article 27      Data Communication**

<sup>1</sup> EPFL and its official suppliers can communicate personal data to third parties:

- If it is necessary to communicate data for the organization of the trip (article 2) or to alert or protect the traveler (article 3).
- AND**
- If the traveler has agreed to the communication of their personal data.

## **Article 28     Duties of EPFL**

<sup>1</sup> EPFL is responsible for observing the relevant provisions of the legislation on data protection for processed data, as well as for ensuring the security of its website and information systems.

<sup>2</sup> The EPFL units with information system access rights may only consult or communicate data to the extent that completing their legal tasks so requires.

<sup>3</sup> Those persons responsible for the maintenance, management, and programming of the information system may only process data if such is necessary for completing their tasks and if data security is guaranteed. This must not result in any data modification.

## **Article 29     Duties of the traveler**

<sup>1</sup> Each traveler is responsible for using and managing their access to the reservation and expense report tools. In particular, each user takes care not to break the law and not to infringe upon the rights of third parties or EPFL's interests.

<sup>2</sup> Users strictly comply with the general conditions of use concerning the reservation tools of EPFL's official suppliers.

<sup>3</sup> The traveler ensures that the personal data recorded is complete, accurate, and up to date.

<sup>4</sup> Within the legally permitted limits, EPFL fully and completely declines all responsibility for any possible loss or damage relating to:

- The user's misuse of travel reservation platforms
- Personal data that is incorrect or not up to date.

## **Article 30     Rights of the Individual Concerned**

<sup>1</sup> The rights of the individual concerned, particularly the right of access, the right of objection, the right of rectification, and the right of destruction of data are governed by data protection legislation.

<sup>2</sup> The rights of the individual concerned are exercised in writing and by proving their identity with the EPFL Data Protection Officer. Written form includes electronic form.

<sup>3</sup> It is the responsibility of the Data Protection Officer to rule on the exercise of a right by the individual concerned. As such, the Data Protection Officer informs the individual concerned of the decision made regarding their request.

<sup>4</sup> It is possible that some data will continue to be processed even if the individual concerned objects because of tasks incumbent upon EPFL.

<sup>5</sup> Rectification or destruction of data must be communicated to those departments with access to this data.

## **Section 11        Controls**

### **Article 31        Implementation**

<sup>1</sup> The VPH ensures that the present directive is correctly applied and generates lawful financial and environmental reports for professional travel.

<sup>2</sup> Oversight may be undertaken by the VPH as well as by the *audit interne du Conseil des EPF*.

<sup>3</sup> Evidence of non-compliance with this directive or of fraud are denounced and punished in accordance with the regulations in force.

<sup>4</sup> Deviations from the principles enacted are addressed directly with the persons involved in the travel reservation process.

## **Section 12        Final Provisions**

This directive, which came into force on 01.01.2023 (version 1.0), was revised on 01.01.2024 (version 1.1), on 01.01.2025 (version 1.2) and on 01.01.2025 (version 1.3).

On behalf of the Administration of EPFL:

The President:  
Anna Fontcuberta i Morral

The Director of Legal Affairs:  
Françoise Chardonnens

**Appendix I - List of major international destinations that must be reached by train  
instead of a direct flight**

Status as at 9 September 2024; the list will be updated annually in accordance with new international rail connections.

<b>Destination</b>	<b>Train journey</b> (one-way, duration in hours) <sup>22</sup> <i>Source: CFF, 2024</i>	<b>Minimum number of train changes</b> for each destination	<b>Emissions CO<sub>2</sub> by train</b> (one-way, in kg) <i>Source: CFF, 2024</i>	<b>Flight</b> (duration in hours) <sup>23</sup> <i>Source Kuoni BT, 2024</i>	<b>Emissions CO<sub>2</sub> by plane</b> (one-way, in kg) <i>Source: Kuoni BT, 2024</i>
Bologna/IT	4 hours 46	1	21.1	6 hours 30 (from Zürich)	133
Darmstadt/DE	5 hours 06	2	8.4	5 hours 30	142
Florence/IT	5 hours 46	1	26.4	4 hours 45	145
Frankfurt/DE	5 hours 43	2	9.4	4 hours 45	142
Genoa/IT	5 hours 26	1	17.8	7 hours 30 (no direct flights via Switzerland)	302
Heidelberg/DE	5 hours 57	2	8.2	5 hours 45	142
Innsbruck/AT	5 hours 51	1	4.4	7 hours 00 (no direct flights via Switzerland)	319
Karlsruhe/DE	4 hours 05	1	5.6	5 hours 30	142
Lyon/FR	2 hours 39	1	2.4	7 hours 50 (no direct flights via Switzerland)	265
Mannheim/DE	4 hours 38	1	7.8	5 hours 10	142
Marseille/FR	5 hours 03	2	6	6 hours 30 (via Zürich)	150
Milan/IT	3 hours 25	0	9.2	6 hours (via Zürich)	108
Munich/DE	5 hours 44	1	9.5	5 hours 30	146
Paris/FR	3 hours 40	0	5.9	5 hours 30	135
Strasbourg/FR	3 hours 49	2	3.1	-	-
Stuttgart/DE	5 hours 01	2	7.8	6 hours (via Zürich)	100
Turin/IT	4 hours 47	1	17.1	7 hours 00 (no direct flights via Switzerland)	284

<sup>22</sup> The duration of the train journey is calculated from the Lausanne railway station to the main railway station in the city of destination, including any connection time.

<sup>23</sup> The duration of a flight is calculated from Lausanne railway station to Geneva Airport. It includes check-in time, security checks, flight, and transfer to the city center at the destination.

**List of other international destinations for which the train is recommended (between 6 and 7 hours)**

<b>Destination</b>	<b>Train journey (one-way, duration in hours)<sup>24</sup></b>	<b>Minimum number of train changes for each destination</b>	<b>Emissions CO<sub>2</sub> by train (one-way, in kg)</b>	<b>Flight (duration in hours)<sup>25</sup></b>	<b>Emissions CO<sub>2</sub> by plane (one-way, in kg)</b>
Bonn/DE	6 hours 59	2	13.3	6 hours 20 (via Zürich)	133
Brussels/BE	5 hours 54	1	11.9	5 hours	152
Cologne/DE	5 hours 51	2	14	5 hours 30	156
Rome/IT	6 hours 52	1	44.6	5 hours 30	173
Venice/IT	6 hours 24	0	25.1	5 hours	146

**List of other international destinations for which an overnight train exists**

<b>Destination</b>	<b>Train journey (one-way, duration in hours)<sup>26</sup></b>	<b>Minimum number of train changes for each destination</b>	<b>Emissions CO<sub>2</sub> by train (one-way, in kg)</b>	<b>Flight (duration in hours)<sup>27</sup></b>	<b>Emissions CO<sub>2</sub> by plane (one-way, in kg)</b>
Berlin/DE	11 hours 46	4	24.6	6 hours	196
Budapest/HU	14 hours 59	1	22.1	6 hours 30	215
Dresden/DE	12 hours 15	2	24.8	7 hours (via Zurich)	155
Graz/AT	12 hours 38	1	15.6	7 hours (via Zurich)	151
Hamburg/DE	12 hours 09	2	23.5	6 hours	196
Hanover/DE	9 hours 45	2	19.3	7 hours (via Zurich)	156
Leipzig-Halle/DE	10 hours 04	2	20.5	7 hours (no direct flights via Switzerland)	258
Linz/AT	10 hours 38	1	16	7 hours 30	190
Vienna/AT	13 hours 12	2	16	5 hours 30	190

<sup>24</sup> The duration of the train journey is calculated from the Lausanne railway station to the main railway station in the city of destination, including any connection time.

<sup>25</sup> The duration of a flight is calculated from Lausanne railway station to Geneva Airport. It includes check-in time, security checks, flight, and transfer to the city center at the destination.

**Appendix II - Channels for purchasing travel services, if paid for and/or organised by EPFL**

<b><u>Service</u></b>	<b><u>Channel to be used for purchasing</u></b>
	<b>Mandatory</b> or recommended channel to be used for purchasing
Air ticket	<b><u>Travel agency or online reservation tool</u></b>
Public transport in Switzerland	SBB/CFF Webshop or SBB/CFF app
Public transport outside Switzerland	EPFL tl counter or SBB Webshop or Trainline
Hotel	Travel agency or online reservation tool
Hired car in Switzerland	Europcar or travel agency or online reservation tool
Hired car outside Switzerland	Travel agency or online reservation tool
Car sharing in Switzerland	Mobility car-sharing
Travel documents (visas)	CIBTvisas
Travel insurance	Travel agency