Principles and procedures for granting public transport tickets to students having to travel to an EPFL outpost

Introduction

This document describes the principles and procedures for granting public transport tickets to Bachelor and Master students involved in a study project taking place in an EPFL outpost (EPFL Fribourg, Geneva Biotech Campus, Neuchâtel Microcity, EPFL Valais Wallis). By way of reminder, doctoral students and EPFL employees are subject to the Directive concerning professional travel and the reimbursement of expenses (LEX 5.6.1).

Principles for granting travel tickets

The travel tickets granted depend on the frequency of trips to the EPFL outpost:

- **For more than 6 return trips per month:**
  Monthly travel pass for a specific route (1 voucher = 1 month) via the Mycamipro platform. A half-fare travelcard isn’t necessary since single rates apply to monthly passes.

- **For fewer than 6 return trips per month, but at least 5 return trips per year:**
  Individual tickets via EPFL’s CFF Ticketshop and half-fare travelcard (valid for one year) via the Mycamipro platform. NB: students who already possess a half-fare travelcard will not be reimbursed for that pass. The purchase of a multiple-fare card may be considered if the number of tickets needed is high.

- **For fewer than 6 return trips per month and fewer than 5 return trips per year:**
  Individual tickets via EPFL’s CFF Ticketshop. A half-fare travelcard is not profitable in this case. The purchase of a multiple-fare card may be considered if the number of tickets needed is high.

Rates for monthly and individual tickets, 2nd class, valid as from 2019

<table>
<thead>
<tr>
<th>Destination (starting from Ecublens)</th>
<th>Price of the monthly travel pass</th>
<th>Price of individual return tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fribourg + Frimobil</td>
<td>282.-</td>
<td>386.-</td>
</tr>
<tr>
<td>Geneva + Unireso</td>
<td>270.-</td>
<td>380.-</td>
</tr>
<tr>
<td>Neuchâtel + Onde Verte</td>
<td>295.-</td>
<td>404.-</td>
</tr>
<tr>
<td>Sion</td>
<td>272.-</td>
<td>376.-</td>
</tr>
</tbody>
</table>

Subsidies for monthly travel passes cover the maximum rate (green columns) between the Ecublens EPFL campus and the outpost where the study project is taking place. The starting point can nevertheless be chosen by the student; for instance:

- Student living in Nyon, traveling to Geneva: the student can use the voucher for a travel pass either from Lausanne or Nyon.
- Student living in Vevey, traveling to Geneva: only the trip from Lausanne to Geneva is taken into account; the student can purchase a Vevey-Geneva travel pass, covering the Vevey-Lausanne section themself.

Students who possess a GA Travelcard or a half-fare travelcard

Students who possess a CFF GA Travelcard are not entitled to any refund when traveling to an EPFL outpost. Those in possession of a CFF half-fare card will be reimbursed the actual cost of the ticket from the Ecublens EPFL campus to the outpost.

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1 Monthly or annual pass only valid on a specific route, for instance between Lausanne and Fribourg. There are no passes for several months at a time.
Procedure for granting single tickets

Single tickets must be purchased by the laboratories directly on the CFF Ticketshop that offers advantageous conditions (-10%).

Procedure for granting travels passes and half-fare travelcards

The outpost administrator (contact details at the end of the document) can grant the rights to order vouchers on the Mycamipro platform to all laboratories hiring students or decide to order the vouchers themselves. In that case, he or she asks the laboratories to send an email with the student’s surname, first name and sciper n° as well as the number and types of vouchers to order.

*In no case can accreditations be given directly to students.*

The laboratory or outpost administrator logs on to the Mycamipro platform and follows this procedure:

- *For a monthly pass:* on the “type of pass” (“type d’abonnement”) tab, choose your tariff area and under “number of vouchers” (“nombre de bons”) the number of security papers to be granted (1 voucher = 1 month, max 6 vouchers per semester).
- *For a half-fare travelcard:* on the “type of pass” (“type d’abonnement”) tab, choose the half-fare travelcard linked to the outpost.

Click on “Save”.

Every Monday, the outpost administrator receives an email from Camipro with the ongoing requests in PDF format. For each request, he or she prints out the PDF on the corresponding security paper (RailCheck) to serve as a voucher. He sends the RailCheck by internal post or hands it personally to the beneficiary. The student goes to a CFF ticket office to exchange the RailCheck for a public transport pass (on presentation of their camipro card).

To avoid any possible abuse, the blank RailChecks cannot be distributed directly to laboratories or students.

Financing and invoicing

The financing of public transport passes is covered directly by each outpost’s mobility fund. The CFF send a monthly invoice to the attention of the outpost administrator, based on the used vouchers.

Single tickets purchased through the Ticketshop are also covered by the mobility fund upon invoicing by the laboratories.

Contacts

- Procedure, travel tickets, voucher orders: Luca Fontana, luca.fontana@epfl.ch
- Request platform, accreditations: 1234@epfl.ch
- Outpost administrators:
  - Fribourg: Véronica Cubarle, veronica.cubarle@epfl.ch
  - Geneva: contact rh@epfl.ch
  - Neuchâtel: Sandrine Piffaretti, sandrine.piffaretti@epfl.ch
  - Sion: Jennifer Luyet, jennifer.luyet@epfl.ch