

# Principles and procedure for granting public transport tickets during a study project carried out in an EPFL laboratory outside the Ecublens campus

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## 1. Scope

This document describes the principles and procedure for granting public transport tickets for **students enrolled at EPFL and carrying out a Master's project or an individual credited semester project**. The project must be carried out in an EPFL laboratory outside the Ecublens campus; it includes preliminary visits (for example lab visits or a meeting with the professor).

For any other trip purpose (for example Summer Schools, programs, class trips, or travel for a course), the unit is responsible for covering the public transport tickets, in accordance with article 4 of the [EPFL Directive relating to the organization of responsible student travel](#) (LEX 5.6.3).

For the reimbursement of inter-campus travel for EPFL staff, including doctoral students, the [EPFL Directive relating to the organization of responsible professional travel](#) (LEX 5.6.2) applies.

## 2. Principles

The principles for the implementation of this granting procedure are as follows:

- Travel costs using public transport must not hinder the realization of study projects in an EPFL laboratory that is outside the EPFL campus.
- Students are not responsible for covering the costs of travel using public transport linked to their study project. On no account should they have to advance these costs. In exceptional circumstances, if a student had to advance these costs, he or she will be reimbursed via an expense claim to be sent by the lab to the VPT.
- Trips between the place of residence and the Ecublens campus are regarded as private trips and are not covered by EPFL.
- EPFL only reimburses travel costs using public transport between the EPFL campus and the lab where the study project takes place. Only second-class tickets or passes are covered by EPFL.
- EPFL does not reimburse private public transport passes that the student already possesses. Only the possible travel costs that arise after the expiration of the pass can be covered by EPFL until the end of the study project.

## 3. Public transport tickets granted by EPFL

### 3.1 Travel frequency

The public transport ticket granted by EPFL after completing the application form on the [myCamipro](#) platform (see procedure for granting in chapter 4) depends on the student's age, the monthly frequency of the trips to the location of the study project, and its duration.

Student, youth rate (**under 25**):

- **More than 9 journeys (round trips) per month**  
Grant of a monthly Youth GA Travelcard, automatically loaded on the student's SwissPass by the Lausanne public transport organization.
- **Between 2 and 8 journeys (round trips) per month**  
Grant of single tickets to the student via the [Transport lausannois \(TL\) sales point](#) at EPFL and a Youth Half-Fare Travelcard, automatically loaded on the student's SwissPass. N.B.: Students who already possess an annual Half-Fare Travelcard will not be reimbursed for this pass.

- **Less than 2 journeys (round trips) per month**  
Grant of single tickets to the student via the [Transport lausannois \(TL\) sales point](#) at EPFL. A Half-Fare Travelcard isn't advantageous in this instance.

Student, adult rate (**over 25**):

- **More than 13 journeys (round trips) per month**  
Grant of a monthly GA Travelcard, automatically loaded on the student's SwissPass by the Lausanne public transport organization.
- **Between 2 and 12 journeys (round trips) per month**  
Grant of single tickets to the student via the [Transport lausannois \(TL\) sales point](#) at EPFL and a Half-Fare Travelcard, automatically loaded on the student's SwissPass. N.B.: Students who already possess an annual Half-Fare Travelcard will not be reimbursed for this pass.
- **Fewer than 2 journeys (round trips) per month**  
Grant of single tickets to the student via the [Transport lausannois \(TL\) sales point](#) at EPFL. A Half-Fare Travelcard isn't advantageous in this instance.

## 4. Procedure for granting public transport tickets

### 4.1 Placing an order

1. The operational management of the associated campus (see contacts at the end of this document) grants the right to order public transport tickets on the [myCamipro](#) platform to a person designated for this task or to the unit hiring students, according to the campus's specific organization.
2. The designated person or hiring unit fills in the application form on the [myCamipro](#) platform at least two weeks before the student takes up his or her position, with the following information:
  - Name, first name, and SCIPER number
  - Number of the student's [SwissPass card](#) (necessary to grant the tickets), displayed on the front of the card – 10 digit number with the format 000-000-000-0



- Name of the hiring unit and the location of the study project
- Duration of the project in months
- Frequency of trips per month

3. A [SwissPass card](#) is compulsory to grant any tickets. If the student doesn't possess one, he or she can head directly to the EPFL [Transport lausannois \(TL\) sales point](#). A passport-style photograph and a proof of identity are necessary to order the SwissPass card for free. In case of loss of this card, a duplicate will cost CHF 30.-.
4. Every Monday, [myCamipro](#) sends to the EPFL Transport lausannois (TL) sales point an automatic email with the pending applications for grants. Please remember to send in the order for a public transport ticket two weeks before the student takes up his or her position to ensure there is sufficient time for the TL to process your request.

## 4.2 Obtaining the public transport tickets

### Passes

The monthly GA Travelcard and the annual Half-Fare Travelcard are loaded directly on the student's SwissPass card by the TL. A maximum of two back-to-back valid monthly GA Travelcards can be granted to the student. Two further monthly GA Travelcards will be uploaded after 60 days, and so on until the end of the study project.

In the event the project is abandoned by the student during the semester, the designated person or the unit must immediately inform the TL by email at [tl\\_pro@t-l.ch](mailto:tl_pro@t-l.ch).

### Single tickets

For single tickets, students must physically go to the EPFL [Transport lausannois \(TL\) sales point](#) and present a proof of identity, their camipro card, or their SwissPass card. The TL can issue all the individual tickets required for the next 30 days.

Single tickets are subsidized up to the maximum amount between the EPFL Ecublens campus and the location of the study project. The starting point of the single ticket can, however, be chosen by the student, as in the following examples:

**Ex.1.** Train trip starting from the Nyon train station to the Biotech Campus in Geneva: possibility to request a ticket starting from the EPFL Ecublens campus, a train station in the Lausanne area (Lausanne, Renens, or Prilly-Malley), or directly from Nyon to an SBB train station in Geneva (with City Ticket included).

**Ex.2.** Train trip starting from the Vevey train station to the Biotech Campus in Geneva: only the journey between a train station in the Lausanne area (Lausanne, Renens, or Prilly-Malley) and a train station in Geneva (with City Ticket included) is reimbursed. The Vevey – Lausanne section will be covered by the student.

## 5. Invoicing and annual review

The costs relating to this procedure will be directly covered by EPFL Sustainability. A review of the costs and orders will be carried out at each year-end by the Vice Presidency for Responsible Transformation in order to analyze the evolution of costs for each associated campus and assess the efficiency of this procedure, which will be revised if necessary.

## 6. Contacts

- Transport lausannois (TL) sales point at EPFL:
  - o Processing of requests, distribution of public transport tickets and invoicing: [tl\\_pro@t-l.ch](mailto:tl_pro@t-l.ch)
- EPFL:
  - o [myCamipro](#) platform, accreditation: [1234@epfl.ch](mailto:1234@epfl.ch)
  - o Procedure for granting and financing: [mobilite@epfl.ch](mailto:mobilite@epfl.ch)
  - o Associated campuses, follow-up of implementation and granting of [myCamipro](#) accreditation:
    - Fribourg: [Véronica Cubarle](#)
    - Geneva: [Danielle Desravines](#)
    - Neuchâtel: [Sandrine Piffaretti](#)
    - Sion: [Jennifer Brady](#)
  - o Other entities
    - Sauverny Observatory
      - [Marina Butyrskaya Moyer](#)
      - [Alena Vaes](#)
      - [Estrella Briant](#)
    - CERN
      - [Corinne Craman](#)
      - [Esther Hofmann](#)