Travel Expenses Form

Date of request:

Applicant / Traveller (Mandatory)	Last name	Mora	* as on the passport
	First name	Giorgia	* as on the passport
	Date of birth	13.12.1990	
	Gender	■ Female ☐ Male	
	Nationality	Swiss	* for flights only
	Passport number		* for flights only
		Date of issue	
		Date of expiry dd.mm.yyyy	
		Place/Country of issue	
	Mobile number		(with country calling code)
	E-mail	giorgia.mora@usi.ch	
	Your USI contact (for Visiting Faculty / Staff only)		

Expense information (Mandatory)	Purpose of the travel/expense:	

If you attend a conference/workshop, you are required to attach the program.

If you present a paper, please specify its title:

My travel requires	☐ Accommodation	☐ Conference registration	
	☐ Flight	■ Train	☐ Shuttle bus
	☐ Other		

USI Faculty/Staff members only	The expense will be reimbursed by the organizer or third party	☐ Yes	☐ No
	Should the USI issue an invoice / reimbursement claim?	☐ Yes	☐ No

Cost Center (USI Faculty/Staff members only)	Department	SC
	Institute	
	Fund/project*	
	*required: if you don't know it, please ask your supervisor.	
	E.g.: COM / IALS / Corporate	

Supervisor's authorization (USI PhDs, PostDoc ass. and Administrative staff only)	First name
	Last name
	Supervisor's signature
	☐ Supervisor's authorization by e-mail (no signature required, but a reply from the supervisor is mandatory)

Flight

USI, as defined by its regulation, only cover for the cheapest class available. Any difference in price for a different class will have to be covered personally (or with a personal/special fund).

Baggage
For travels that require less than 4 nights in a hotel, if the baggage is not included in the fare, the traveler has to personally add the baggage ("manage booking", check-in online, ect.). Then, if it is considered eligible, a reimbursement can be claimed to the USI.

☐ Additional info in the attachment / e-mail / screenshot

Outbound	From		To	
	Date of departure	dd.mm.yyyy	Time of departure	
	Date of arrival	dd.mm.yyyy	Time of arrival	
	Class			
	Airline			

Inbound	From		To	
	Date of departure	dd.mm.yyyy	Time of departure	
	Date of arrival	dd.mm.yyyy	Time of arrival	
	Class			
	Airline			
	Is a checked baggage necessary (4 night min. stay required)?	☐ Yes	☐ No	
	Frequent flyer program and number			
	Other info			
	Website			

Additional flights

Flight 3	From		To	
	Date of departure	dd.mm.yyyy	Time of departure	
	Date of arrival	dd.mm.yyyy	Time of arrival	
	Class			
	Airline			

Flight 4	From		To	
	Date of departure	dd.mm.yyyy	Time of departure	
	Date of arrival	dd.mm.yyyy	Time of arrival	
	Class			
	Airline			
	Other info			

Train

Train 1	From		To	
	Date		Time	
Train 2	From		To	
	Date		Time	
Train 3	From		To	
	Date		Time	
Train 4	From		To	
	Date		Time	
Class[1]	☐ 1st	☐ 2nd		
Swiss half-fare card	☐ Yes	■ No		
Other info or discount				
Website				

[1] Only Profs are allowed to travel 1st class.

Shuttle Bus

Bus 1	From		To	
	Date	dd.mm.yyyy	Time	
Bus 2	From		To	
	Date	dd.mm.yyyy	Time	
Company and website:				

Accommodation	If travelling to Lugano, we usually book one of our partner Hotels. You might set your preference, but we reserve the right to choose it for you.			
	Check-in date	dd.mm.yyyy	Check-out date	dd.mm.yyyy
	Hotel name			
		Address		
		City		
	Room Type [1]	☐ Single	☐ Double king bed	☐ Double twin beds
	Number of guests [2]			
	Breakfast	☐ Yes	☐ No	
	Late arrival	☐ Yes	☐ No	
	Other info			
	Website			

[1] USI's standard policy cover the expense for a single room. Max CHF 160.00/night.
[2] USI will cover the expense for the invited guest only. Except by special agreement, people accompanying the invited guest will have to pay for their part.

Other type of transportation	Type of transportation		
Route 1	From		To
	Date dd.mm.yyyy		Time
Route 2	From		To
	Date dd.mm.yyyy		Time

Other info

Website

Conference registration	**You are required to attach the program of the conference along with your travel request.** **IMPORTANT:** to be done together (office 203), otherwise please provide in advance all the necessary information that will be asked during the registration process (Check all the necessary steps in advance. Create an account if available.).		
	Conference name		
	Conference website		
	I am going to present a paper	☐ Yes	☐ No
	Paper title		
	Login Username	Password	
	Other info		

Useful websites	Here you have some helpful websites to find the best options that suit your needs.	Swiss trains	www.ffs.ch
		Italian trains	www.trenitalia.com, www.italotreno.it
		Flights	www.kayak.com, www.skyscanner.com, www.orbitz.com, www.bravofly.com
		Hotels / Accommodation	www.hotelscombined.com, www.airbnb.com, www.hotels.com, www.booking.com, www.ebookers.com, www.trivago.com
		Shuttle Milano Malpensa-Lugano	www.jetbus.ch, www.malpensaexpress.ch, www.luganoservices.ch