



# Travel Expenses Form

Date of request:

**Applicant /  
Traveller**  
(Mandatory)

First name \* as on the passport

Last name \* as on the passport

Date of birth

Gender ☐ Female ☐ Male

Nationality \* for flights only

Passport number \* for flights only

Date of issue

Date of expiry

Place/Country of issue

Mobile number (with country calling code)

E-mail

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

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

<b>Supervisor's authorization</b> (USI PhDs, PostDoc ass. and Administrative staff only)	First name	
	Last name	
	Supervisor's signature	
	<input type="checkbox"/> Supervisor's authorization by e-mail (no signature required, but a reply from the supervisor is mandatory)	

<b>Flight</b>	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).	
	<b>Baggage</b> 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.	
	<input type="checkbox"/> Additional info in the attachment / e-mail / screenshot	

Outbound	From	To
	Date of departure	Time of departure
	Date of arrival	Time of arrival
	Class	
	Airline	

Inbound	From	To
	Date of departure	Time of departure
	Date of arrival	Time of arrival
	Class	
	Airline	
	Is a checked baggage necessary (4 night min. stay required)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Frequent flyer program and number	
	Other info	
	Website	

Additional flights		
Flight 3	From	To
	Date of departure	Time of departure
	Date of arrival	Time of arrival
	Class	
	Airline	

Flight 4	From	To
	Date of departure	Time of departure
	Date of arrival	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 <sup>1</sup>	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>
Swiss half-fare card	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other info or discount		
Website		

<sup>1</sup> Only Profs are allowed to travel 1st class.**Shuttle Bus**

Bus 1	From	To
	Date	Time
Bus 2	From	To
	Date	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		Check-out date	
Hotel name			
Address			
City			
Room Type <sup>1</sup>	<input type="checkbox"/> Single	<input type="checkbox"/> Double king bed	<input type="checkbox"/> Double twin beds
Number of guests <sup>2</sup>			
Breakfast	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Late arrival	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other info			
Website			

<sup>1</sup> USI's standard policy cover the expense for a single room. Max CHF 160.00/night.<sup>2</sup> 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	Time
Route 2	From	To
	Date	Time
Other info		

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Website

Conference registration	<b>You are required to attach the program of the conference along with your travel request. IMPORTANT:</b> 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	<input type="checkbox"/> Yes	<input type="checkbox"/> 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	<a href="http://www.ffs.ch">www.ffs.ch</a>
		Italian trains	<a href="http://www.trenitalia.com">www.trenitalia.com</a> , <a href="http://www.italotreno.it">www.italotreno.it</a>
		Flights	<a href="http://www.kayak.com">www.kayak.com</a> , <a href="http://www.skyscanner.com">www.skyscanner.com</a> , <a href="http://www.orbitz.com">www.orbitz.com</a> , <a href="http://www.bravofly.com">www.bravofly.com</a>
		Hotels / Accommodation	<a href="http://www.hotelscombined.com">www.hotelscombined.com</a> , <a href="http://www.airbnb.com">www.airbnb.com</a> , <a href="http://www.hotels.com">www.hotels.com</a> , <a href="http://www.booking.com">www.booking.com</a> , <a href="http://www.ebookers.com">www.ebookers.com</a> , <a href="http://www.trivago.com">www.trivago.com</a>
		Shuttle Milano Malpensa-Lugano	<a href="http://www.jetbus.ch">www.jetbus.ch</a> , <a href="http://www.malpensaexpress.ch">www.malpensaexpress.ch</a> , <a href="http://www.luganoservices.ch">www.luganoservices.ch</a>