

Reimbursement of travel costs – BeNeFri Convention

Reimbursement application for students attending courses at a host university. The reimbursement of travel costs will be made per semester on a bank or postal account. Proof of correct registration at the admissions office of the home university and the legally compliant BeNeFri registration must be guaranteed.

Family name: Given Name(s): Registration-Number:

Address:

Home university: Host university:

BeNeFri subject:

PC- or IBAN Code:

Bank name and location:

The lecturer confirms that the student has attended BeNeFri courses or examinations on the listed dates. Rides for the preparation of written work are not reimbursed.

Contribution to Half-fare travel card or GA travel card for **at least 6 trips** per semester.

Courses			½ price 2 nd class ticket	Lecturer	
Date	Title	Location		Family name	Signature

Total travel expenses CHF _____ *origina s must be provided*

- Half-fare travelcard CHF 50.00 *Universities contribution to the Half-fare travelcard or the GA travelcard: only with screenshot of the page www.swisspass.ch -> Travelcards or receipt (a copy of the SwissPass or the invoice is not sufficient)*

- GA travelcard CHF 120.00

CHF _____

Submit the fully completed original form with the required documents at the end of each semester by January 31 for the autumn semester and June 30 for the spring semester to the responsible home university.

Bern: Admissions Office, Hochschulstrasse 4, 3012 Bern
Neuchâtel: Bureau de la mobilité, Av. du 1^{er}-Mars 26, 2000 Neuchâtel
Fribourg: Service d’admission et d’inscription, Rue de Rome 1, 1700 Fribourg

Date: Signature of the student: