

How to ask a reimbursement for your travel expenses from your myCUSO?

new from 2021

1. Log-in to your myCUSO account. You will find a new icon 'Trajets/ Travel Costs'

The screenshot shows the myCUSO dashboard for the CONFÉRENCE UNIVERSITAIRE DE SUISSE OCCIDENTALE. The user is logged in as jane.doe@cuso.ch. The dashboard features a sidebar menu on the left with options like 'Accueil', 'Inscription doctorant-e', 'Statistiques', 'Membres', 'Activités', 'Compétences génériques', 'myCUSO', 'Profile', 'Personal', 'Evaluations', 'Travel cost', 'Organizer', and 'Committee'. The 'Travel cost' option is highlighted with a red box. The main content area, titled 'Tableau de bord myCUSO', contains six cards: 'Profil' (Edit mon profil), 'Alumni' (Alumni), 'Suppression' (supprimer), 'Attestations' (Télécharger), 'Evaluations' (Evaluer), and 'Trajets' (Demandeur). The 'Trajets' card is circled in red and contains the text 'Liste des demandes de remboursement de trajets pour les activités et ateliers' and a 'Demandeur' button.

2. On the corresponding page you will see all the activities to which you participate and for which you can ask a travel reimbursement.

The screenshot shows the 'Liste des trajets à rembourser' page. The sidebar menu is on the left, with 'Travel cost' highlighted. The main content area contains a form with the following fields: 'Prénom (correspondant au bénéficiaire du compte IBAN)' with the value 'Jane', 'Nom (correspondant au bénéficiaire du compte IBAN)' with the value 'DOE', 'Adresse privée (correspondante au compte IBAN) *' with the value 'Place Bel-Air 19' (annotated with a red circle 1), 'Code postal (correspondant au compte IBAN) *' with the value '1003', and 'Ville (correspondante au compte IBAN) *' with the value 'Lausanne'. Below these fields is the 'Compte IBAN n° * OK' field with the value 'CH32 0001 2345 6789 0007 5' (annotated with a red circle 2) and a 'mettre à jour' button. At the bottom, there is a table with the following data:

ID CUSO	Titre	Lieu	Nb trajets	Trajet	Soumis	Traité
20990123	Formation myCUSO 2020 [381]	Neuchâtel	2	LAUSANNE - NEUCHATEL 2x 27.00	T= 54 CHF demander	(annotated with a red circle 3)

Indicate your information for the reimbursement. Enter: **1.** Your **private address**; **2.** Your **IBAN** (Important: the reimbursement request can be done only if a valid IBAN is entered in this field); **3.** Select '**Demandeur/Demand**' to send your request and start the procedure.

THE DEADLINE TO DEMAND YOUR REIMBURSEMENT IS OF 30 DAYS AFTER THE END OF THE ACTIVITY - Demands received after the deadline will not be considered.