

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 is titled 'Tableau de bord myCUSO' and 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 user is logged in as Jane DOE. The page contains a form with the following fields: 'Prénom (correspondant au bénéficiaire du compte IBAN)' (Jane), 'Nom (correspondant au bénéficiaire du compte IBAN)' (DOE), 'Adresse privée (correspondante au compte IBAN) *' (Place Bel-Air 19), 'Code postal (correspondant au compte IBAN) *' (1003), 'Ville (correspondante au compte IBAN) *' (Lausanne), and 'Compte IBAN n° * OK' (CH32 0001 2345 6789 0007 5). A 'mettre à jour' button is located below the IBAN field. A table below the form shows the list of travel requests:

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	

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 14 DAYS AFTER THE END OF THE ACTIVITY - Demands received after the deadline will not be considered.