
Air travel regulations

Date 16.02.2026

The Rectorate adopts

Art. 1 Object

- ¹ The following regulations determine the terms and conditions for air travel for academic or professional purposes (hereinafter referred to as 'flights') by:
 - a. members of the Università della Svizzera italiana community (hereinafter referred to as 'USI');
 - b. individuals outside the USI community as referred to in Art. 2(1)(b)..
- ² The Provisions on Allowances govern the applicable rules regarding the reimbursement of flight expenses.

Art. 2 Scope

- ¹ These regulations shall apply to all flights financed, reimbursed, or invoiced by USI and undertaken by:
 - a. the student body, including exchange students, the academic staff, the intermediate academic staff and the USI service staff (defined in these Provisions as 'members of the USI community');
 - b. individuals outside the USI community (namely speakers, ad hoc guests, committee members) whose flights are invoiced or reimbursed in full by a USI cost centre.
- ² They shall apply irrespective of the source of funding or cost centre

Art. 3 Flights Booking and reimbursement

- ¹ As a rule, flights for members of the USI community must be booked through the travel booking service of the faculties or staff.
 - ² The individual wishing to book a flight must provide the travel booking service with their selected flight option. The service will then verify whether the flight complies with these regulations. If it does, the service will proceed with the booking; otherwise, it will submit a counter-proposal.
 - ³ Should a member of the USI community personally incur flight expenses, any request for reimbursement by USI shall be considered only if such expenses are in compliance with the stipulated provisions.
-

-
- 4 Upon the first request for reimbursement of expenses incurred for a flight taken in violation of these provisions, USI reserves the right not to proceed with the reimbursement.
 - 5 Requests for refunds will not be accepted starting from the second violation of these provisions for flights that do not comply.
-

**Art. 4
Flights –
Limitations**

- 1 As a rule, members of the USI community may only fly Economy class
 - a. Economy Plus class flights may be authorised for flights that exceed six (6) hours. Any price difference from Economy class may only be charged to personal funds if available. The six (6) hours of flight time are considered consecutive flight hours, excluding any layovers.
 - b. Business class flights may only be authorised if the flight duration exceeds nine (9) hours. Any price difference from Economy class may only be charged to personal funds if available. The nine (9) hours of flight time are considered consecutive flight hours, excluding any layovers.
 - c. First class is not allowed.
 - 2 To better understand destinations within six (6) to nine (9) hours of flight time from Zurich, Milan Malpensa, or Milan Linate, a map has been created showing:
 - a. destinations that must be reached in Economy class;
 - b. destinations for which higher classes are permitted in accordance with the criteria set out in paragraph 1(a) and (b).
 - 3 Websites like Skyscanner and Google Flights enable users to compare flights based on their carbon emissions. Travelers are encouraged to select direct flights and choose options that produce less CO₂ than the average for the same route, which are referred to as CO₂-efficient routes.
 - 4 Connecting flights between Swiss airports and connecting flights between Milan and Zurich are not permitted.
-

**Art. 5
Flights –
Eligibility**

- 1 Members of the USI community may only use aeroplanes for travel and transfers if their journey cannot be completed within eight hours using public land transport. To determine whether the journey meets this criterion, the starting point or destination will be considered as either the place of work or residence, based on the principle of minimising travel time and taking into account the actual location of departure. For journeys where the departure or arrival points are not in Lugano or Mendrisio, the relevant conditions in paragraphs 3 and 4 will apply.
 - 2 The dedicated page on the USI website contains a list of destinations that can be reached by public land transport from or to Lugano and Mendrisio. Again, for ease of understanding, a map has been drawn up to accompany the list.
 - 3 For journeys leaving from or arriving at destinations other than Lugano or Mendrisio, the relevant USI service will verify whether the connection can reasonably be completed within eight (8) hours using public land transport. The time calculation is based on the SBB online timetable for journeys within Switzerland, or on the train timetables available in the country of departure or destination.
-

-
- ⁴ To assess whether the connection can be completed within 8 (eight) hours by public land transport, the following criteria will be taken into consideration:
- a. departure point is set at the nearest main public transport station (e.g. departure from Zurich HB and not from Zurich Oerlikon), unless the place of departure is closer to a suburban station.
 - b. arrival is set at the nearest main public transport station (e.g. arrival at Zurich HB and not Zurich Oerlikon), unless the arrival point is closer to a suburban station.
- ⁵ For journeys and transfers that cannot be completed within 8 (eight) hours by public land transport, travel by aeroplane is permitted. The choice of flight should preferably be made in accordance with the following order of priority:
- a. direct flight and CO₂-efficient route;
 - b. direct flight;
 - c. connecting flight and CO₂-efficient route;
 - d. connecting flight

Art. 6
Exceptions

- ¹ Requests for exemption from Articles 3 to 5 of these regulations made by travelers may be considered in justified cases, particularly based on:
- a. health reasons of the traveller making the journey in question. The relevant medical certificate must accompany the request;
 - b. situations where it is impossible to use public land transport, such as train strikes; or
 - c. other situations of proven necessity for the traveller. This category includes, for example, assistance to family members or children with proven care needs.
- ² Requests for exemptions referred to in paragraph 1 must be submitted:
- a. for members of the services staff, to the Director of Operations;
 - b. For other members of the USI community, to the Faculty Manager of the relevant Faculty.
- ³ Requests for exemptions must be submitted in advance for the trip in question. This does not apply in cases where unforeseeable circumstances, such as unexpected public transport strikes, which may necessitate air travel. In these situations, requests can be submitted after the trip has occurred.
- ⁴ At the end of each calendar year, the Faculty Manager of each Faculty must notify the Vice-Rector for Sustainable Transformation and Equal Opportunities and the Director of Operations of the number and reason for the approved exemptions.

Art. 7
Entry into force

These regulations shall enter into force on 16 February 2026.
