Maastricht University

Finance
Postbus 616 | NL 6200 MD Maastricht

FAQ about the NS Business Card for commuter travel

- **Can I still use the card for discounted personal travel?**

  The NS Business Card is a business card and should not be used for private purposes.

  The NS has a compensation agreement that covers the loss of the personal discount for train travel for employees who received their card before 01-11-2014.
  This arrangement means that employees who applied for a "Traject Vrij" card will be offered a one-time one-year DAL season ticket (40% discount during off-peak hours) worth €50. This offer will be sent automatically from NS Zakelijk.

- **Can I use my NS Business Card for commuting outside my work days?**

  If you travel the same route as specified for your NS Business Card and you travel by train, no extra costs will be charged for that trip.

- **I would like to use my NS Business Card for business travel as well as for commuting.**

  You can use your NS business card for business travel as well. You may travel 1st class on business trips. There are two ways to change the travel class on your card: at the ticket machines at the NS station or on Mijn NS Zakelijk. Employees have three options: change the class for one day, for a fixed period or permanently.

  More information can be found on the NS website, www.ns.nl/zakelijk (direct link to change class: http://www.ns.nl/zakelijk/reizen/service/klassewissel.html).

  UM will be charged for the additional costs of the business trip after the trip has been made. You can indicate for each trip separately that it is for business purposes and which order/budget number the costs should be billed to. You can enter this number under 'Reference'.

- **Can I still use the card for a joint journey discount?**

  Yes, you can still use your NS Business Card for the joint journey discount. See the terms and conditions on the NS website:
  http://www.ns.nl/zakelijk/reizen/service/samenreiskorting.html.

- **Can I use the NS Business Card for commuter travel by bus/tram/metro?**

  No, it is not yet possible to use the NS Business Card for commuting by bus. You need a personal OV chip card to travel to work by bus. See next point.

- **Can I claim the costs I incur for commuter travel by bus/tram/metro?**

  If you are entitled to an allowance based on the UM Relocation and Travel Expenses Scheme, then you can claim the costs incurred for travelling by bus/tram/metro after the end of each month. The costs for the purchase of this card (€7.50) will be reimbursed by UM once.

  Use the "Commuting allowance claim form", which can be found on the UM website, under Employees-> Forms-> Commuting allowance claim form.

- **Will my travel allowance be discontinued during absences?**

  In the event of prolonged absence due to illness (longer than 30 days), maternity leave or a stay abroad, the allowance for commuting to work will automatically be discontinued after the first full month of absence. Send an email to *ns-abonnementen@maastrichtuniversity.nl*. *If you do not report your absence, you will be billed for the full costs of the NS Business Card.*