

Procedure NS season ticket

Employees who make use of public transport for commuting purposes will be reimbursed 100% of the actual costs (conditions can be found in [Relocation and Travel expenses Scheme](#)).

The relevant public transport ticket must be purchased via Finance. This way, apart from being partly reimbursed for the ticket, the employee will benefit from an additional 3% discount on the purchase price.

Every new employee who wants a NS season ticket can find the [application form](#) on the website of the General and Technical Services. After we receive the request we will send you an application form. With this application form we will give you a NS-business-account. After you activated the account you will be able to order a NS-season ticket. Please note that it will take 10 days to process your application. The NS will send the season ticket to your home-address.

The season tickets are valid from 1 November to 31 October off each calendar year. All premature season tickets always expire on the 31 October off that particularly calendar year.

About one month before the expire-date each employee who has a season ticket will receive an e-mail from the NS to remind you to extend your season ticket. As from this moment on you are able to extend your season ticket by logging in to your NS-business-account.

When you take out a season ticket the UM will pay your season ticket to the Dutch railroad company. The employee will pay the season ticket through equal terms which will be deducted from his salary each month.

If you want to cancel your season ticket you have to fill in the form "Opzegging jaarabonnement". To receive this form please send an e-mail to ns-abonnementen@maastrichtuniversity.nl.

The completed form together with your season ticket has to be hand in to Finance, Personnel and Payroll department, Duboisdomein 30 room 1.050. After receiving your season ticket the monthly deduction from your salary will be stopped. Please note: the completed form and you season ticket has to be at the NS within 5 working-days after the last use of your season ticket. Finance will take care of this but be aware, you have to deliver the paperwork in time.