

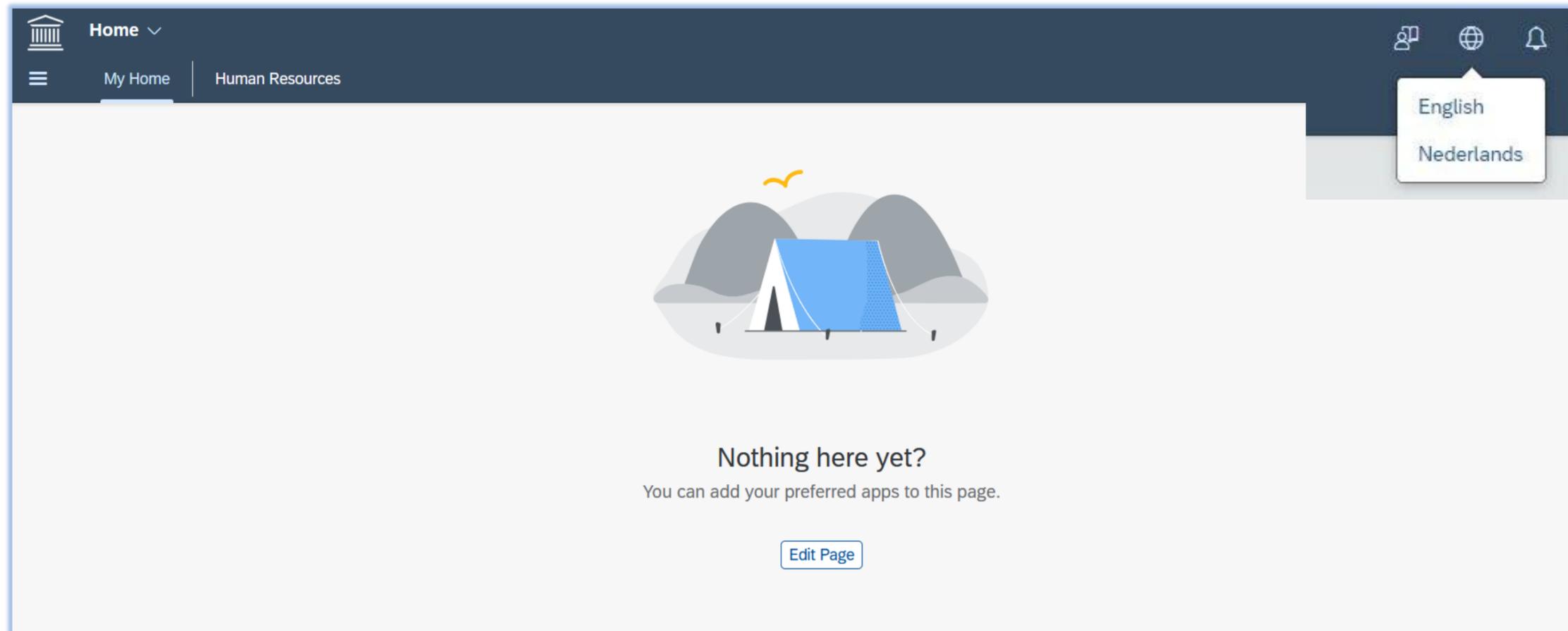
# WELCOME @ GHENT UNIVERSITY

Manage my commute data

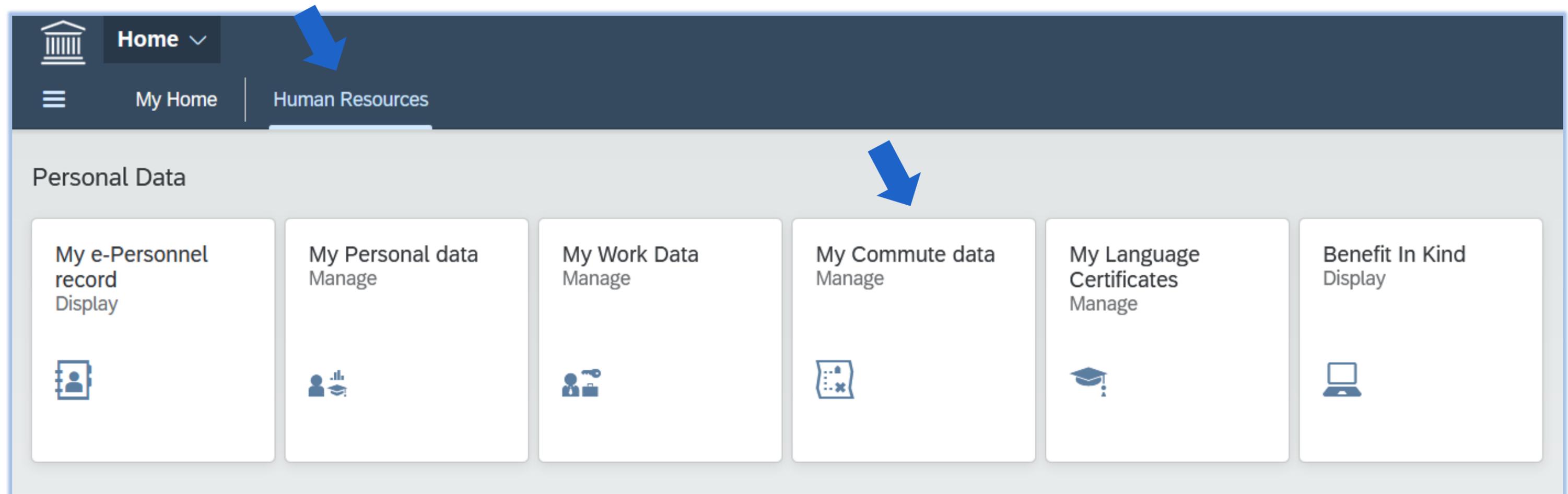
# ACCESS TO SAP MYAPPS

On a desktop, tablet or smartphone

- Navigate to [sapmijnapps.ugent.be](https://sapmijnapps.ugent.be), preferably use Google Chrome
- Frequent use? Save the site as a favorite or as a start tile in your browser
- Change your preferred language to English



# WHERE CAN YOU MANAGE YOUR COMMUTE DATA?



The screenshot displays the Ghent University HR portal interface. At the top, there is a dark blue navigation bar with a university logo, a 'Home' dropdown menu, and a hamburger menu icon. Below this, the main navigation area shows 'My Home' and 'Human Resources' tabs. The 'Human Resources' tab is active, and a blue arrow points to it. Underneath, the 'Personal Data' section is visible, containing six white cards with icons and text. The fourth card, 'My Commute data Manage', is highlighted with a blue arrow pointing to it. The other cards are: 'My e-Personnel record Display' (person icon), 'My Personal data Manage' (person and graduation cap icon), 'My Work Data Manage' (person and briefcase icon), 'My Language Certificates Manage' (graduation cap icon), and 'Benefit In Kind Display' (laptop icon).

How to start? Click on the button **Change commute**

# REGISTRATION MAIN TRAJECTORY

Should always be filled in!

My data - Change commute Additional Information ▾

Commute   Notes   Attachments

---

Main traject

Info:

NMBS: Enter the names of the stations in the main route, and the station & address of home or workplace in the pre- and post-route.

De Lijn/other: no pre- and post-route, only in the main route address from home to the workplace.

NMBS and/or DE LIJN:  
Also fill in 'public transport checklist', downloadable via 'Additional information' (see top right) and upload it as a mandatory attachment.

Type of transport: \*

Departing street & housenumber: \*

Departing postal code: \*

Arriving street & housenumber: \*

Arriving postal code: \*

# CHOICE OF TRANSPORT MEANS

|                                     |      |
|-------------------------------------|------|
| CAR                                 | AUTO |
| E-BIKE (UP TO 25KM/H, 250W)         | EFTS |
| CONVENTIONAL BICYCLE                | FTS  |
| MOPED (UP TO 25KM/H, 1000W)         | GFTS |
| OTHER SUSTAINABLE MEANS OF TRANS... | GNFI |
| DE LIJN                             | LIJN |
| MIVB                                | MIVB |
| MOTOR                               | MOTO |
| COMMUTER BICYCLE                    | PEFI |
| SPEED PEDELEC (UP TO 45KM/H, 4000W) | SFTS |
| TEC                                 | TEC  |
| NMBS TRAIN 1ST CLASS                | TRN1 |
| NMBS TRAIN 2ND CLASS                | TRN2 |

# OPTION 1: BICYCLE

## Main trajectory

= from your home address to your work address

## Pre- or post-trajectory

= from your home address to the train station and vice versa

## Bicycle allowance

2026: € 0,37/km

## Fiscal limitation

- Maximum 3700 euros bicycle allowance/year (2026)
- Annual update of this amount by the Belgian tax authorities

# REGISTRATION BICYCLE ROUTE

|                                     |      |
|-------------------------------------|------|
| CAR                                 | AUTO |
| E-BIKE (UP TO 25KM/H, 250W)         | EFTS |
| CONVENTIONAL BICYCLE                | FTS  |
| MOPED (UP TO 25KM/H, 1000W)         | GFTS |
| OTHER SUSTAINABLE MEANS OF TRANS... | GNFI |
| DE LIJN                             | LIJN |
| MIVB                                | MIVB |
| MOTOR                               | MOTO |
| COMMUTER BICYCLE                    | PEFI |
| SPEED PEDELEC (UP TO 45KM/H, 4000W) | SFTS |
| TEC                                 | TEC  |
| NMBS TRAIN 1ST CLASS                | TRN1 |
| NMBS TRAIN 2ND CLASS                | TRN2 |



Departing street & housenumber: \*

Departing postal code: \*

Arriving street & housenumber: \*

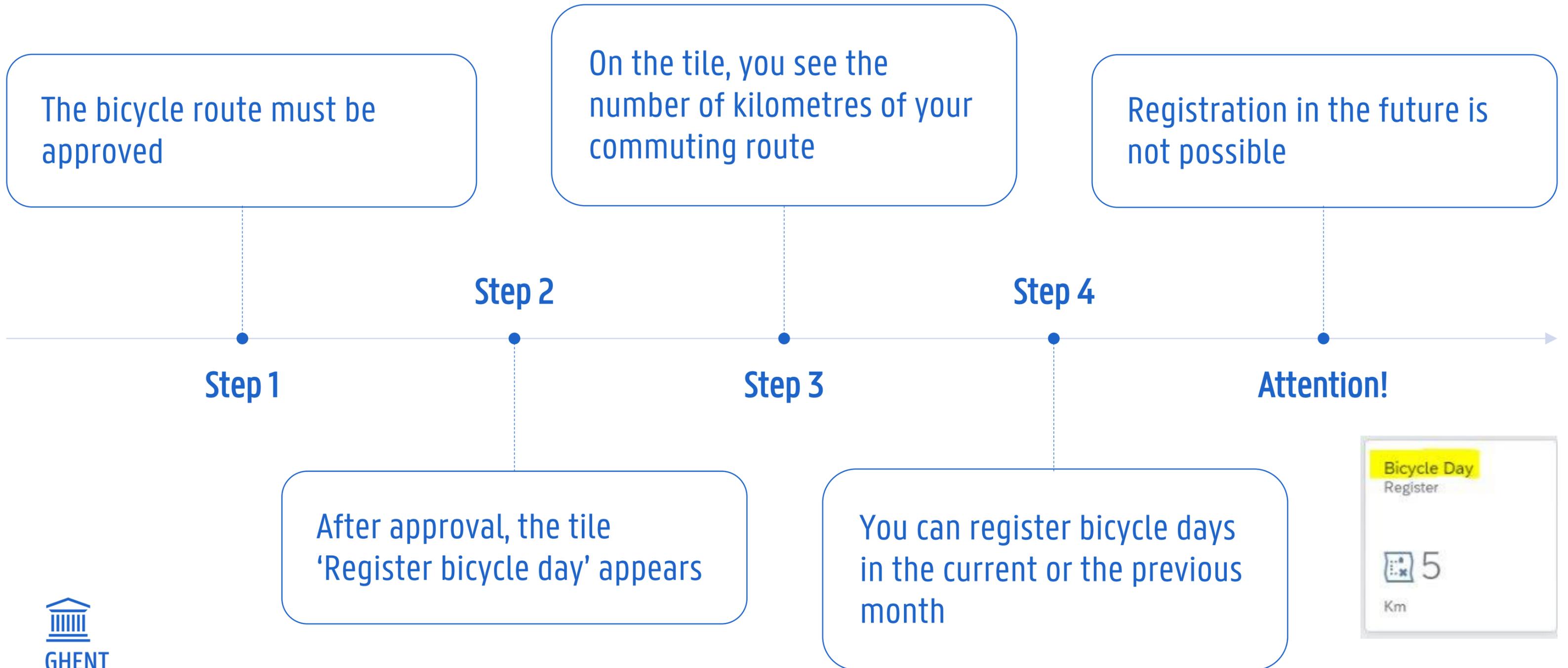
Arriving postal code: \*

Valid from: \*

Notes

Send

# REGISTRATION BICYCLE DAY



< November 2024 >

|    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 44 | 27  | 28  | 29  | 30  | 31  | 1   | 2   |
| 45 | 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 46 | 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 47 | 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 48 | 24  | 25  | 26  | 27  | 28  | 29  | 30  |

Today       Registration is final  
 Registered

**Full month**

Monthly Closure   Delete   **Save**

< October 2024 >

|    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 40 | 29  | 30  | 1   | 2   | 3   | 4   | 5   |
| 41 | 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 42 | 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 43 | 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 44 | 27  | 28  | 29  | 30  | 31  | 1   | 2   |

Today       Registration is final  
 Registered

**Full month**

**Monthly Closure**   Delete   Save

# OPTION 2: DE LIJN

## Main trajectory

= from your home address to your work address

## Free subscription

If employed for at least one month and/or at least 30%

## MoBIB card paid by Ghent University

## Subscription

Valid on all buses and trams in Flanders

## Ten-ride ticket

- Pending season ticket
- If employed for less than one month and/or less than 30%

# REGISTRATION COMMUTING ROUTE

|                                     |      |
|-------------------------------------|------|
| CAR                                 | AUTO |
| E-BIKE (UP TO 25KM/H, 250W)         | EFTS |
| CONVENTIONAL BICYCLE                | FTS  |
| MOPED (UP TO 25KM/H, 1000W)         | GFTS |
| OTHER SUSTAINABLE MEANS OF TRANS... | GNFI |
| DE LIJN                             | LIJN |
| MIVB                                | MIVB |
| MOTOR                               | MOTO |
| COMMUTER BICYCLE                    | PEFI |
| SPEED PEDELEC (UP TO 45KM/H, 4000W) | SFTS |
| TEC                                 | TEC  |
| NMBS TRAIN 1ST CLASS                | TRN1 |
| NMBS TRAIN 2ND CLASS                | TRN2 |



Departing street & housenumber: \*

Departing postal code: \*

Arriving street & housenumber: \*

Arriving postal code: \*

# CHECKLIST PUBLIC TRANSPORT (DOWNLOAD)

My data - Change commute

Additional Information ▾

- Checklist public transport (EN)
- Checklist public transport (NL)

Commute   Notes   Attachments

Main traject

# CHECKLIST PUBLIC TRANSPORT (FILL IN)

## CHECKLIST: commute with public transport

### NMBS: TRAJECT

- Irrelevant.
- I currently do not have a season ticket with NMBS.
- I've relocated, so my current season ticket is no longer applicable. My new address is already updated through the Personal Data tile.
- I have a different workplace, which means my current season ticket is no longer applicable.
- I have multiple workplaces and need multiple season tickets.

### NMBS: TYPE ABONNEMENT

- Irrelevant.
- Flex 80 (80 travel days spread over a year): ideal if you work on campus infrequently, or if you commute by train during the winter months and by bike in the summer. You will only be eligible to receive a bicycle allowance once your flex travel days have been used.
- Flex 120 (120 travel days spread over a year): ideal if you typically work a maximum of 3 days a week on campus, or if you commute by train during the winter months and by bike in the summer. You will only be eligible to receive a bicycle allowance once your flex travel days have been used.
- 3-month full subscription (unlimited travel days for 3 months): ideal if you work on campus 4 to 5 days a week and choose to travel by train for a short period, or if your UGent contract duration is less than 12 months.
- 12-month full subscription (unlimited travel days for a year): ideal if you work on campus 4 to 5 days a week and commute by train year-round.

### DE LIJN

- Irrelevant.
- My current season ticket De Lijn can continue as it is valid throughout Flanders.
- I currently do not have a season ticket De Lijn, but I do have a MoBIB-card.  
Mobib-card number: Klik of tik om tekst in te voeren.
- I don't have a season ticket or a MoBIB-card, but I do have a Belgian RRN (national registry number).
- I have no season ticket, no MoBIB-card, and no Belgian RRN (national registry number).

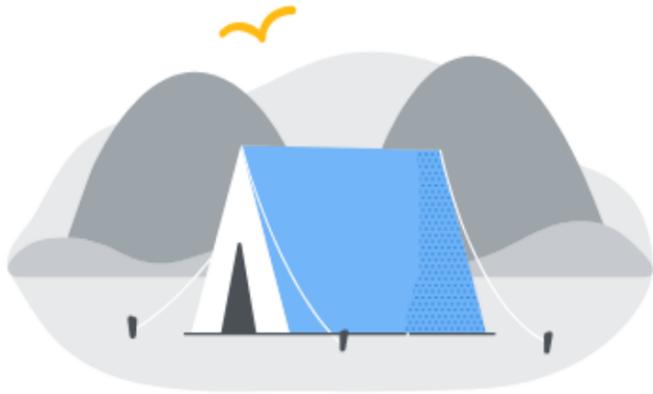
ADD A SELFIE (size ID)



# CHECKLIST PUBLIC TRANSPORT (UPLOAD & SEND)

Attachments

Checklist public transport  **Upload**



No attachments added  
Drop files to upload, or use the "Upload" button.

**Upload**

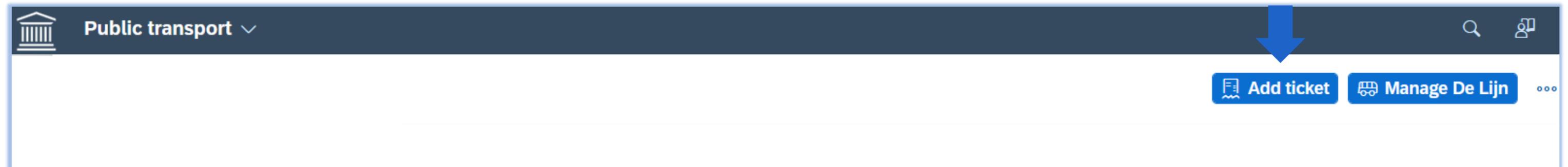
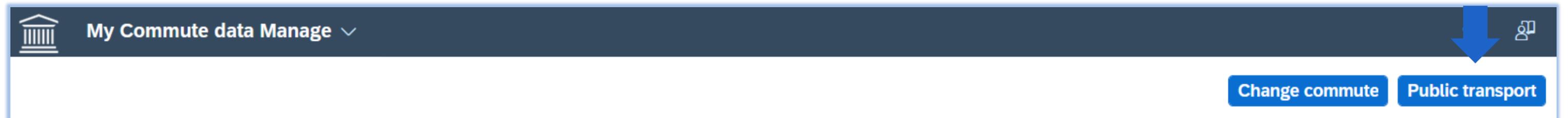
**Send** Cancel

## HOW TO PROLONG?

- One month before your season ticket expires, you will receive an e-mail from HR
- After approval, HR will apply for a prolongation of your season ticket

# REIMBURSEMENT TICKETS

Self-purchased tickets can be reimbursed if you upload them on SAP MyApps.



# REIMBURSEMENT TICKETS

Start Process ▾

My data - Add Public transport refund

Season ticket/Ticket   Notes   Attachments

Public transport refund

Type of transport:  ▾

Amount:

Currency:  ▾

Type of ticket:  ▾

Validity period

From:  

Until:  

# REIMBURSEMENT TICKETS

Attachments

Transport ticket ▾ Upload



**No files found.**  
Drop files to upload, or use the "Upload" button.

Upload

Send Cancel

A blue arrow points to the 'Upload' button in the top right corner. Another blue arrow points to the 'Send' button in the bottom right corner.

# OPTION 3: NMBS

## Main trajectory

= from your departure station to your arrival station

## Free subscription

If employed for at least one month and/or at least 30%

## MoBIB card paid by Ghent University

## Subscription

Only valid between departure and arrival station (e.g. Brussels - Ghent)

## Ten-ride ticket

- Pending season ticket
- If employed for less than one month and/or less than 30%

# REGISTRATION COMMUTING ROUTE

|                                     |      |
|-------------------------------------|------|
| CAR                                 | AUTO |
| E-BIKE (UP TO 25KM/H, 250W)         | EFTS |
| CONVENTIONAL BICYCLE                | FTS  |
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| DE LIJN                             | LIJN |
| MIVB                                | MIVB |
| MOTOR                               | MOTO |
| COMMUTER BICYCLE                    | PEFI |
| SPEED PEDELEC (UP TO 45KM/H, 4000W) | SFTS |
| TEC                                 | TEC  |
| NMBS TRAIN 1ST CLASS                | TRN1 |
| NMBS TRAIN 2ND CLASS                | TRN2 |



Departing street & housenumber: \*

Departing postal code: \*

Arriving street & housenumber: \*

Arriving postal code: \*

# REGISTRATION PRE-TRAJECTORY

From your home address to the departure station (bicycle, De Lijn, car, ...)

Pretraject

Info: Complete this section only if you use the train, as indicated in the first section.  
This entails the journey from your residence to the train station.

Type of transport:

Departing street & housenumber:

Departing postal code:

Arriving street & housenumber:

Arriving postal code:

# REGISTRATION POST-TRAJECTORY

From the arrival station to your work address (bicycle, commuter bike, De Lijn, ...)

Posttraject

Info: Complete this section only if you use the train, as indicated in the first section.  
This entails the journey from the train station to your work place.

Type of transport:

Departing street & housenumber:

Departing postal code:

Arriving street & housenumber:

Arriving postal code:

# CHECKLIST PUBLIC TRANSPORT (DOWNLOAD)

My data - Change commute

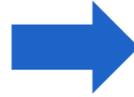
Additional Information ▾

- Checklist public transport (EN)
- Checklist public transport (NL)

Commute   Notes   Attachments

Main traject

# CHECKLIST PUBLIC TRANSPORT (FILL IN)



## CHECKLIST: commute with public transport

### NMBS: TRAJECT

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Mobib-card number: Klik of tik om tekst in te voeren.
- I don't have a season ticket or a MoBIB-card, but I do have a Belgian RRN (national registry number).
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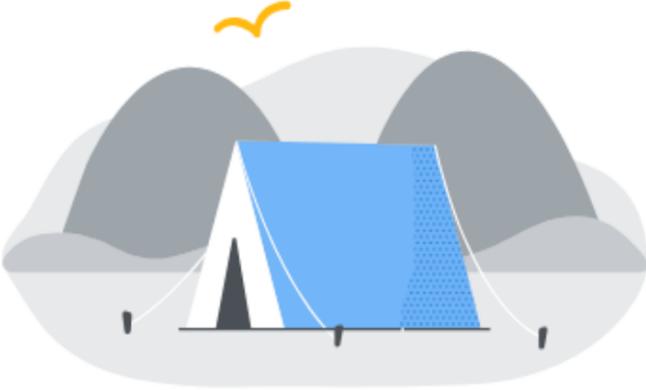
ADD A SELFIE (size ID)



# CHECKLIST PUBLIC TRANSPORT (UPLOAD & SEND)

Attachments

Checklist public transport



No attachments added  
Drop files to upload, or use the "Upload" button.

# HOW TO PROLONG?

You need to prolong your season ticket yourself (online or at the counter)

Renew your season ticket **quickly and easily online** in just a few steps!

## Renew your season ticket in 5 steps:

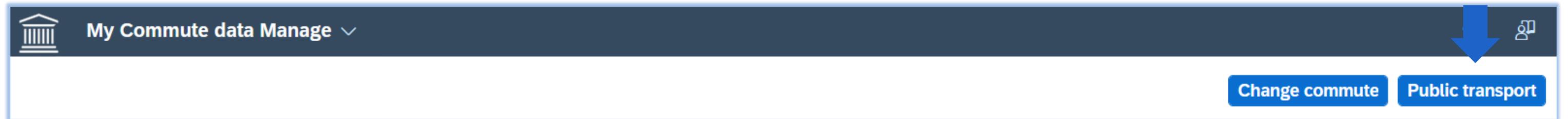
- 1 [Log into](#) or [create a MySNCB account](#)
- 2 Go to the "My season tickets" page
- 3 Choose your **type of subscription**
- 4 Choose the **period** and check your details
- 5 Pay via a secure connection
- 6 **Your rail pass is now renewed!**

[Log into MySNCB](#)



# REIMBURSEMENT TICKETS

Personally bought tickets can be reimbursed if you upload them on SAP MyApps.



# REIMBURSEMENT TICKETS

Start Process ▾

My data - Add Public transport refund

Season ticket/Ticket   Notes   Attachments

Public transport refund

Type of transport:  ▾

Amount:

Currency:  ▾

Type of ticket:  ▾

Validity period

From:  

Until:  

# REIMBURSEMENT TICKETS

Attachments

Transport ticket ▾ Upload



**No files found.**  
Drop files to upload, or use the "Upload" button.

Upload

Send Cancel

# OPTION 4: CAR/MOTO

## Main trajectory

= from your home address to your work address

## Pre-trajectory

= from your home address to the departure station

## No kilometre allowance

## Park at your own campus (if available)

- Register your license plate on SAP MyApps (in the tile 'Manage my personal data')
- Request the access rights yourself via an online form

# QUESTIONS?

Contact [woonwerkverkeer@ugent.be](mailto:woonwerkverkeer@ugent.be) for:

- Application of season tickets
- Approval of the trajectories
- Questions about the commuter bicycle
- Multiple work addresses
- Traveling by metro in Brussels
- ...

# MORE INFORMATION?

Home > Thema's > Mobiliteit en woon-werkverkeer Beheer

 INTRANET [Home](#) [Thema's](#) [Nieuws](#) [Evenementen](#) [Hinder](#) [Favorieten](#)

## Mobility and commuting to work

### Bike

- [Apply for a bicycle allowance](#)
- [Bicycle parkings](#)
- [Bike breakdown](#)
- [Bike rental via De Fietsambassade](#)
- [Borrowing a service bike](#)

[All about Bike](#)

### Commuting allowance

- [Apply for a bicycle allowance](#)
- [Commuting when teleworking](#)
- [Public transport](#)

### Insurance during work assignments

- [Insurance breakdown company motor vehicle](#)
- [Personal motor vehicle: comprehensive insurance](#)
- [Rented or leased motor vehicle](#)
- [What to do in case of an accident with a company motor vehicle?](#)
- [Work assignment with personal bicycle: comprehensive insurance](#)

### Parking

- [Access to car parks and buildings](#)
- [Center Parking Korte Meer](#)
- [Park & Ride Campus Sterre](#)
- [Parking access for visitors on Sterre Campus](#)
- [Parking Campus UZ](#)

[All about Parking](#)

### Charging stations for electric vehicles

Ghent University has several charging points for electric cars. An overview of the locations and rules.

[Read more](#)

### Travel policy

Ghent University is committed to flying less, more thoughtfully and more sustainably, reducing CO2 emissions from its air travel by at least 1/3rd by 2030 compared to baseline year 2019.

[Read more](#)

### Using Cambio carsharing for work-related trips

Ghent University is affiliated to Cambio carsharing. This gives all colleagues access to Cambio's cars for work-related trips, whenever and wherever they want. Cambio used to use a card system, but in 2024 they switch to 100% App.

[Read more](#)

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 Ghent University