



Application Travel grant for PhD students

Name: _____ Estimated date of dissertation: _____

Date of travel: _____ Number of days: _____

Destination: _____

Description of destination and purpose of the trip: _____

Estimated budget: _____

Regulations:

- Each PhD student is entitled to use one travel grant during their studies.
- The purpose of the trip should clearly provide an educational experience that contributes to the doctoral studies, for example a multi-day course, a conference or meeting. The student has to actively participate in the form of presenting a poster or a seminar.
- The travel grant needs to be used prior to the date of dissertation.
- The grant is a maximum of 20 000 SEK. The grant cannot be split, and only used at one occasion.
- The travel grant covers cost associated with the travel, conference or course fees. If meals are not included in the conference/course an allowance will be paid as agreed upon with the student's supervisor.

Signatures

Date:

PhD student

Supervisor

The application has been approved

Date:

Head of Department

Practical information for travels

Transportation: Tickets shall be booked via Amex, which SU has a binding contract with. If you are SU employee you will get your personal user profile to make the reservation online. Contact Gelana Yadeta gelana.yadeta@su.se to get a user profile and more information. If you are not SU employee Gelana will help you to make the booking of your ticket.

Transfer to and from airport: Transfer by taxi to and from Arlanda airport can be pre-ordered and paid by MBW directly (via invoice). Contact Gelana Yadeta to arrange transfer.

Conference fee: The conference fee often has to be paid online by card. MBW has two Mastercards that may be used for online payments. Contact Gelana Yadeta gelana.yadeta@su.se or Beata Gillving beata.gillving@su.se to arrange the payment.

Accommodation: Hotels abroad shall be booked via Amex. If you are SU employee you will get your personal user profile and can make the reservation online. Contact Gelana Yadeta gelana.yadeta@su.se to get a user profile and more information. If you are not SU employee Gelana will help you to make the booking of your hotel.

Documentation of travel: For payment of tickets and accommodation, the MBW Administration will need a copy of the program of the trip, such as conference program, program of study visit or alike. If the travel is done to meet partners for discussions or co-operation; names, titles and organisation of the partners have to be attached to the invoices.

Meals: No meals will be covered by travel expenses, except for those included in the conference or the hotel.

Allowance: If you have increased expenditures during your travel (for example meals) you may get allowance for the days that meals are not included in the program. Allowance is decided upon individually by the supervisor/ person responsible for payment of the travel.

Reimbursements: If you have had any expenses to be reimbursed, please fill in the form available on the MBW Intranet. Hand in the form to Beata Gillving at the MBW Administration. Please note that we need the original receipts and that only expenses verified by receipts can be reimbursed.