



Stockholms
universitet

Application for Funding

A teacher /researcher must fill in this form before any travels which can be used towards conference trips, external courses, services, etc.

Follow the instructions listed below. If you have questions, contact ekonomi_personal.edu@su.se. You may not purchase/order any services until your application is approved. **Travel is ONLY booked through the procured travel agency, Egencia** <https://www.su.se/medarbetare/anst%C3%A4lld/resor/boka-resor-online>

Name

Purpose of your application

- *Conference: name, dates, destination, if your conference contribution has been accepted (generally a requirement)*
- *Course: name, dates, and destination*

Travel Costs (flight, bus, train, hotel, per diem- must be booked through Egencia)

- *List which means of transport you will use*
- *Keep in mind that the amount you apply for should relate to the actual cost of travel and not less*
- *Travel of 700 km or less must be booked by train*
- *Hotels recommended by the conference organizer are okay to book*
- *Airbnb, HomeAway, or similar services are not allowed*

Taxi

- *In accordance with the university Environmental Policy, taxis should be booked sparingly*
- *Explain why you need to book a taxi*
- *Uber, Lyft, or similar services are not allowed*

Conference Fee (contact a departmental financial officer for payment via Eurocard)

Additional costs/fees

Financing: The costs should draw from this project (mandatory)

Project leader

In signing this application, I agree that I have no scheduled teaching hours during the period I plan to be away.

Instructions

1. Fill all the sections and email the file to ekonomi_personal.edu@su.se for approval that you have filled in the correct project and necessary information
attach relevant documents, such as conference invitation/program, to the email
2. After ekonomi_personal.edu@su.se have confirmed that it is filled in correctly
3. Upload the document to <https://edesign.sunet.se/> and sign via Edesign and invite the project leader / closest boss to sign via Edesign
4. Send the signed application to ekonomi_personal.edu@su.se