

## Application for Funding- Doctoral Students

A doctoral student can apply for a maximum of 40,000 SEK during the duration of their studies which can be used towards conference trips, external courses, proof-reading services, etc...

Follow the instructions listed below. If you have questions, contact [ekonomi\\_personal.edu@su.se](mailto: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>

**Proof-reading services must be done through a procured service or by a doctoral student as part of their assigned departmental employment.**

*Name*

*Purpose of your application*

- *Conference: name, dates, destination, if your conference contribution has been accepted (generally a requirement)*
- *Course: name, dates, and destination*
- *Proof-reading: specify whom will conduct the work*

*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*

*I have thus far spent the following amount of the 40,000 SEK during my doctoral studies*

*My main supervisor is*

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

### **Instructions**

1. Fill-in the relevant fields above and sign the document using eduSign <https://edusign.sunet.se/>
2. Email the signed file to [ekonomi\\_personal.edu@su.se](mailto:ekonomi_personal.edu@su.se)  
Attach relevant documents, such as conference invitation/program, to the email
3. A member of the finance section will gather your supervisor and the director of studies signatures
4. Approved applications will be returned to the doctoral student