



APPLICATION
Travel Reimbursement
(Draft)

Surname and name of applicant:			
Institute address		Home address	
E-mail		Phone	
TOTAL AMOUNT REQUESTED from SGRRC PhD program (Max. CHF 500 per person per year)			CHF
List of expenses (registration fee, travel costs, accommodation)			
Name of event			
Venue and date			
Own contribution	<input type="checkbox"/> Poster	<input type="checkbox"/> Talk	
Reason for travel, importance for own research			
Other financial contributions (name of foundation, sponsor)			
Bank details of Person/Institute that should be refunded (Name and address of bank, IBAN number including BIC or SWIFT code)			



Conditions for Reimbursement of Travel Expenses

- Only SGRRC Members can apply. (www.sgrrc.ch / Mitgliedschaft)
- Maximum sum of reimbursement is 500 CHF per student
- Travel expenses for congresses and symposias can be reimbursed.
- PhD students can apply once per calendar year.
- Students are required to actively contribute to the meeting (poster, talk etc.)
- Deadlines for applications are: **1 May/ 1 August/ 1 November/1 February**
Applications are to be handed in prior to the journey.
- Only economy class flights and 2nd class railway tickets will be reimbursed.
- **Original travel tickets** (e.g. boarding passes) **and invoices** must be handed in upon return.
- The decision will be communicated to the applicants 2-3 weeks after submission of the application.
- Reimbursements will be made after the journey upon receipt of the original tickets.

Selection criteria

- The selection committee is composed of two members of the SGRRC board
- Only applications received prior to the deadlines will be considered
- Relevance/Importance of the meeting for the applicant's project

Date

Signature of applicant

I support the application for travel reimbursement

Date

Signature of Principal Investigator



Title of Abstract:

Abstract