



**APPLICATION**  
**Travel Reimbursement**  
(Draft)

<b>Surname and name of applicant:</b>			
<b>Institute address</b>		<b>Home address</b>	
<b>E-mail</b>		<b>Phone</b>	
<b>TOTAL AMOUNT REQUESTED from SGRRC PhD program (Max. CHF 500 per person per year)</b>			<b>CHF</b>
<b>List of expenses</b> (registration fee, travel costs, accommodation)			
<b>Name of event</b>			
<b>Venue and date</b>			
<b>Own contribution</b>	<input type="checkbox"/> Poster	<input type="checkbox"/> Talk	
<b>Reason for travel, importance for own research</b>			
<b>Other financial contributions (name of foundation, sponsor)</b>			
<b>Bank details of Person/Institute that should be refunded</b> (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](http://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 2<sup>nd</sup> 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**