

## Request for Financial Support

Name:

Lastname:

PhD projet's title:

Supervisor:

Name of the event:

Date and Place:

Type of the Event:

- Summer school
- Winter school
- Conference
- Lecture
- Other (please specify)

Web site (please paste the link) :

Amount of the registration fees :

Covering:

- Event only
- Breakfast / coffee breaks
- Lunch
- Dinner
- Other (please specify)

Brief description of the benefits provided by your attendance at this event for your PhD project:

Transportation:

- Plane
- Train
- Bus
- Personal car
- Other (please specify)

When do you plan to travel IN ? (date and approx. time) :

References of the flight / train / bus (if relevant):

  

>> Already booked ?  Yes  No

When do you plan to travel BACK ? (date and approx. time) :

References of the flight / train (if relevant) :

  

>> Already booked ?  Yes  No

>> Approximative cost for transportation :

Accommodation:

- Student home
- Hostel
- Hotel
- Friends / Relatives
- Other (please specify)

Approx. cost for accommodation (price per night & per person) :  EUR

If you plan staying in a hotel, please explain why another accommodation type has not been considered:

Have you already benefit from a financial support of the DPhyMS ?

- YES   
NO

If yes, please specify the event and the date:

- Event
- Date

Additional useful information

Your name, date + signature :

Supervisor's name, date + signature :

The DPhyMS is approving the above-mentioned financial support (please specify)

YES   
NO

Budget holder, date + signature:

Process regarding travel expenses and financial support:

- No accommodation + fees "forfait" (190€) are to be paid to the PhD students for their travels/stays
- Accommodation should remain at reasonable price, preferably hostels or students homes. It will be reimbursed on justification (original invoice)
- If the registration fees cover 1 meal per day, the PhD student can get up to 50€ per day maximum for the other costs/meals
- If the registration fees cover 2 meals per day, the PhD student can get up to 25€ maximum for the other costs/meals
- The total daily expenses amount of the travel cannot exceed 190€ per day (accommodation + meals + all costs except the registration fees). Above this limit, the PhD student will pay for at his own costs.