**Applicant’s name (first and last):**

**Event:**

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| Name of the Event:  Organised by:  Type of event (conference/ workshop/ symposium/ …):  Brief description (and website, when available):  Credit allocation (if announced by the organizers):  Place:  Date(s) / Duration in hours if less than a day:  Communication type accepted:  talk  poster  Title:  Please mention Swissuniversities in your acknowledgments and add the logo of Swissuniversities to your poster |

**Financing:**

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| The total requested amount is       CHF |

**Please do not make binding travel arrangements before approval by** (in this order)

|  |
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| 1. Your thesis supervisor – Name of thesis supervisor:   Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Cristina Soriano (Head of Education & Training)   The specified credit load is approved. Granted amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Daniela Sauge (CISA Administration)   The requested sum is available.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Mandatory attachments:**

Program of the event

Proof of acceptance of talk/ poster. (If this is not available at the time of application, it will have to be submitted with the reimbursement application after the conference for the expenses to be reimbursed)

A detailed budged of the required sum specifying each type of expense, and the supporting documents (e.g., print of flight quote, etc.)

Proof of application to other funding sources (and their answer, if available)