

## **SoSE instructions regarding travel expenses**

### **Targets for travel funding**

- SoSE provides conference travel funding both for funded and non-funded students (within the limits of SoSE budget), but only for a real need, when no project, university department, nor company funding is available (see also conditions for conference travels below).
- In addition, SoSE provides travel funding for events organized by SoSE (e.g. SoSE seminars) for both SoSE students and for supervisors of funded students (within the limits of SoSE budget).

### **Conditions for conference travels**

- The supervisor has accepted and justified the travel.
- A paper has been accepted to the conference.
- The conference is a highly reputed one.
- The acceptance percentage of the conference is 50 % or lower.
- Daily allowances are not required from SoSE.

### **Instructions regarding travel proposal (before the travel)**

- Fill in SoSE travel form, and send it to SoSE coordinator via e-mail.
- Make the official travel proposal following your university/institute policy.
- Industrial students can make their travel proposals to the university where they are doing their doctoral studies.
- Estimate the travel expenses as exact as possible (for example, the costs of flight and train tickets are probably known with an accuracy of euro).
- Travel expenses are refunded using the cheapest possible alternatives.
- Obs! Do the above tasks in time, and take also SoSE processing time into account (official travel proposal cannot be accepted in the university/institute before SoSE coordinator has accepted the travel to be funded by SoSE).

### **Instructions regarding advance payment (before the travel)**

- Follow your university/institute policy (SoSE does not pay anything in advance, instead, after the travel your university will invoice SoSE).

### **Instructions regarding the final account of travel expenses (after the travel)**

- Make the account immediately after the travel by following your university/institute policy; an out-of-date account (expiry 2 months) cannot be paid.
- Keep all receipts, and include them in the account.
- Especially, mention the following things:
  - reasons for use of taxi
  - advance payment made
  - payment for your travel expenses from another sources.
- Send a copy of the account (without receipts) to SoSE coordinator to show the real expenses (as whole and separately).
- Industrial students can make their final accounts to the university where they are doing their doctoral studies.
- Obs! Especially if the travel costs are high, SoSE can promise to pay a certain (previously agreed) part of the costs. Otherwise, if SoSE has promised to pay all costs (except for daily allowances), refunding is made according to the realized costs, not according to the planned costs (although the planned costs were accepted). In the latter case, it is assumed that real costs can be lower than planned costs, but not vice versa.

### **Insurance**

- SoSE provides no travel insurances, instead, they hold as taken care by your university/institute.

### **Forms**

- Use those forms that your university/institute has for travelling (travel proposal and final account of travel expenses).
- In addition, fill in SoSE travel form as explained above.

## Version history

<b>Date</b>	<b>Author</b>	<b>Description</b>
5.2.2010	Maarit Harsu	Added university department as one of the primary payers (together with project and company).
4.9.2009	Maarit Harsu	Added the observation on refunding the travel according to the realized costs.
25.4.2008	Maarit Harsu	The text on daily allowances in the conditions for conference travels slightly revised.
16.4.2008	Maarit Harsu	The section called "General rules" renamed as "Targets for travel funding".
15.4.2008	Maarit Harsu	Version history added. Section on conditions for conference travels added. General rules updated and some items moved to the new section on conditions.
14.3.2007	Maarit Harsu	First public version.