

The Nordic-Baltic Doctoral Network in Social Work (2009–2013)

<http://www.sosnet.fi/nbsw>

The NBSW travel grant is intended to be used for travelling and accommodation expenses of participating in the Summer school in Riga. The travel grant is 500 Euros at the maximum for the Nordic students and 350 Euros for the Baltic students (this is according to the NordForsk rules). In case your travelling expenses are higher than that, You need to cover the exceeding expenses yourself. It is assumed that you pay for your travelling and accommodation yourself and then claim them back from the University of Lapland, which is the coordinating unit for the network.

Instructions for Filling in the Travel Application and Travelling Bill for PhD students

- 1) Before the summer school, fill in and sign the form "Travel Application" in Excel. Send the form to Sosnet's secretary Outi Tuomikoski, outi.tuomikoski@ulapland.fi.
- 2) After the summer school, fill in and sign the form "Travel Bill" in Excel:
 - 1) Attach your date of birth after your name in the form (or social security number if you are Finnish).
 - 2) Send the original receipts (flight tickets and bills etc.) with the bill. Copies are not accepted.
 - 3) Make sure that the IBAN account number and SWIFT code are filled in correctly and clearly in the form.
 - 4) Invoices for credit card and bank statements are accepted.
 - 5) Daily allowances or meals are not compensated.
 - 6) Personal expenses, such as telephone and bar charges, must be written off from the hotel bill.
 - 7) Should other than the most inexpensive means of travel be used, costs are compensated based on the lowest valid rate.
 - 8) The travel bill cannot be higher than the travel grant you have been awarded by the NBSW network.
 - 9) Take a copy of the form and receipts just to be on the safe side.
 - 10) Electronically sent bills are not accepted.
 - 11) The Bill for travelling expenses must be returned as soon as possible after the Summer school, by 30th September at the latest. You should prepare that it can take more than two months before the travel grant is delivered to your bank account.
 - 12) Post the signed form with the original receipts to Secretary Outi Tuomikoski to the address below. If you have any questions, please do not hesitate to contact Outi before sending the form.
 - 13) In case your university department has agreed to pay your travelling and accommodation expenses first, and would charge the sum of travel grant from the University of Lapland after the summer school, please ask your university to contact University of Lapland, Secretary **Outi Tuomikoski**, outi.tuomikoski@ulapland.fi. University of Lapland will pay for your department your travel grant (max 500 / 350 euros) based on the actual costs of your trip (copies of receipts have to be sent). It's important that all the expenses are showing on the invoice that your department sends to us.

Secretary **Outi Tuomikoski**
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