

APPLICATION
for Reimbursement of Transportation Cost
to Ph.D. Students of the ZNZ

Please write in block letters

Family Name of Applicant	First Name of Applicant	Academic Title of Applicant
Name of Institute / Clinic	Institute's Address	Home Address
Employed at: <input type="checkbox"/> UZH <input type="checkbox"/> ETH	E-mail:	
Congress Title	Congress Place	Congress Date
Reasons why you wish to participate / complete list of expenses		
Own presentation <input type="checkbox"/> yes If yes, which kind of presentation:		<input type="checkbox"/> no presentation
AMOUNT REQUESTED from ZNZ (Max. CHF 1.000 per person and year) We do not pay for accommodation.	CHF	
Other financial contributions (applied for, warranted or obtained) (name of foundations, sponsors)		
We will only reimburse ONE party; your institute or yourself.		
Postal/Bank IBAN-Number, bank's name and bank address of person to be refunded:		
If your Institute will pay, please provide us with the "Umbuchungsformular" issued by your institute		
Signature Applicant	Date	
Signature ZNZ Group Leader	Date	
accepted by the ZNZ: Date	rejected by the ZNZ: Date	

Please return application form to: ZNZ - Zentrum für Neurowissenschaften Zürich,
Winterthurerstrasse 190, 8057 Zurich, Building Y55 J-04



Conditions - p.t.o.

Conditions for Reimbursement of Travel Expenses

The ZNZ can reimburse travel expenses of ZNZ Ph.D. students. The following rules apply:

- Costs of transportation and registration fees for congresses, meetings, symposia, workshops or courses can be reimbursed. Economy class flights, 2nd class railway and public bus/subway (no taxis) will be reimbursed after the trip.
- Only Ph.D. students who are registered at the ZNZ and actively take part in the International Ph.D. Program in Neuroscience can apply. All progress **reports have to be submitted on time!** Cumulative reports over two or more years are not accepted.
- The student is expected to hold a presentation / submit an abstract except in the case of courses.
- Max. CHF 1'000 will be paid per person per calendar year.
- Please hand in your application form before the trip and within the following deadlines:
for congresses in the 1st quarter (Jan – March): 1 December
for congresses in the 2nd quarter (April – June): 1 March
for congresses in the 3rd quarter (July – Sept): 1 June
for congresses in the 4th quarter (Oct– Dec): 1 September
- After the trip you must hand in the below listed documents within three months. Please note that if you fail to deliver the reimbursement documents exactly as described below, your reimbursement request will be considered incomplete, and therefore **it will NOT be processed**. ZNZ will not send any reminders to students that fail to deliver the requested documentation as follows:
 1. Your **original travel tickets** (including boarding passes) and public transportation receipts (taxis will not be reimbursed). Receipts that are smaller than size A4 must be **glued or cellotaped to an A4 page**.
 2. Your **invoices**
 3. Proof, that the costs were paid from your (OR your Institute's) account. (**e.g. credit card or bank transaction statements**). We will only reimburse ONE party; your institute OR yourself.
 4. If your institute paid, please provide us with the **“Umbuchungsformular”** issued by your institute.
 5. A **certificate of participation**.
 6. **Currency converter** print-out(s), (e.g. “oanda.com” – currency converter) converting foreign currency amounts (**correctly dated**) that you claim into CHF.
- The ZNZ will notify the applicant after submission of the application form about the decision. Reimbursements will be made after the trip as soon as possible after the ZNZ receives the required documents as described above.
- Reimbursement claims must be made **within three months after the trip**. After this period reimbursement cannot be claimed.
- Please use the ZNZ application form and fill out completely (Word file). Applications will be returned if not filled out completely.