List of documents to submit for a reimbursement or in order to pay a speaker.

1. Bank details for reimbursement of the recipient. In particular, the IBAN is required
2. A copy of all travel tickets
3. The original bill from the hotel: it is normally paid directly by the CUSO and certainly not by an institute. When several persons are involved, the bills must be individualized.
4. Receipts for meals.
5. The amount of the salary given to the visitor, taking into account the tax at source : see <http://www.cuso.ch/programmes-doctoraux/administration/formulaires/> (ordre de paiement)
6. The list of participants in the conference : see <http://www.cuso.ch/programmes-doctoraux/administration/formulaires/> (liste de présence).

These documents are to be submitted to the Secretary of the doctoral program, Ms. Claudia Kolly <http://www.math.ch/dp/committee/doctoral-students/>

List of documents to be submitted for reimbursement for a participant.

1. Bank details for reimbursement of the recipient. In particular, the IBAN is required. See <http://www.cuso.ch/programmes-doctoraux/administration/formulaires/>

(remboursements de frais à un participant).
2. A copy of all travel tickets
3. The original bill from the hotel where several persons are concerned, the bills must be individualized, or, at least, all the names have to be mentionned.
4. Receipts for meals.

These documents are to be submitted to the Secretary of the doctoral program, Ms. Claudia Kolly <http://www.math.ch/dp/committee/doctoral-students/>

See also our page <http://www.math.ch/dp/enrollment/reimbursement/>

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Lire phonétiquement

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