Doctoral Study programme

APPLICATION FORM

EDUCATIONAL CREDIT

Identification applicant	***Identification activity***
Name: Faculty or department: Campus or university: E-mail:	Name activity: Dates: Location (city+country):

Amount requested	***Signature applicant***	***Signature and name supervisor***
EUR	Date:	Name:

☐this amount includes the educational bonus (once 250 EUR for **discipline-related courses**)

Please return the complete reimbursement file to the Financial department (Campus Middelheim). They will contact the co-ordinator for the approval and necessary signatures.

Content of the **reimbursement file**:

1. Form "Application educational credit" (= this form)
2. One or more of the following expense forms (please, always mention the activity number 51/AD020000/CF103000 on the expense forms):
   - *personal reimbursement* (all activities, including abroad): **Expenses form for staff** (please use the link http://www.ua.ac.be/findienst → Procedures English (log-in required!): procedure PROC/AB/009 for activities in Belgium, procedure PROC/AB/010 for activities abroad)

   or/and
   - *transfer from activity tot activity or project if the research group has paid first for the expenses*: **internal booking** please use the link http://www.ua.ac.be/findienst → Procedures English (log-in required!): procedure PROC/ADFIN/017)

   or/and
   - *invoice from a third party/organization*: **Invoice from the organization/company, addressed to the University of Antwerp!**

   or/and
   - *direct payment from the DSP to the third party/organization using a bank account*: **copy of the complete details regarding the payment**
3. Proof of payment (to be added to Expenses form for staff)

   Please submit a maximum of the following proofs of payment and participation to the reimbursement file:
   - original (paid) invoices (travel agency, hotel, congress organization...)
   - original travel tickets (leftovers from airplane tickets, train tickets...)
   - original receipts in the case of cash payments
   - copy of the registration form or the participants list of the congress or another proof of participation
   - copy of the account journal of the bank or the credit card company, detailing the expenses
   - for research stays: confirmation of the local organizer

More information about the conditions and the procedure can be found on the DSP website http://www.ua.ac.be/docop (Information for foreign students → Doctoral study programme → Procedures)

Box reserved for the co-ordinator of the doctoral study programme

☐Approved: ..... EUR ☐Rejected (reason: see reverse) ☐Remarks:.....	Signature Kim Huyge ADOND-CMI Kim.huyge@ua.ac.be