

RIDT Doctoral Student Overseas Conferences Grants - Reimbursement Form (Form B)

This form is to be filled in by doctoral students who have been informed that their application for the Doctoral Student Overseas Conferences Grant, sent through the [Application Form \(Form A\)](#), has been successful.

Grants shall be paid as a reimbursement of expenses properly incurred, and can cover **conference registration fees, economy class travel and other eligible costs** as listed in the [General conditions for Overseas travel](#).

Payments are only made once expenses are claimed by completing this form - **no later than 15 days after travel has been completed**.

The grant will cover **75% of expenses incurred**, up to a maximum of **€1,750**.

More information can be found on the [website](#).

* Indicates required question

1. Email *

Student's information

2. Student number *

3. Name *

4. Surname *

5. Postal Address

6. Mobile number

7. Faculty/Institute/Centre/School *

8. Department (*if applicable*)

Travel Information

9. Departure date *

Example: 7 January 2019

10. Airports (*eg Depart from Malta to Rome - Fiumicino*) *

11. Return trip date *

Example: 7 January 2019

12. Airports (eg *Depart from Rome - Fiumicino to Malta*) *
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Travel Report

13. Upload Travel Report *

This should be a detailed resumé of the conference experience including the accepted/published abstract of the work presented.

Files submitted:

14. Upload the Conference Programme or Agenda *

Files submitted:

15. Upload a 100-word paragraph summarising the outcomes of the experience.

Explain and give your comments on how the funding and the experience have benefitted your studies. This shall be used similarly to a testimonial on an article on Newspoint and/or our [Facebook page](#).

Files submitted:

Description of expenses

Please indicate the **actual costs**. All descriptions should be in English. Receipts should be itemised per individual. If the receipt indicates a foreign currency (other than Euro) the description must indicate the exchange amount in Euro (eg. 'Date' - 'Restaurant name' - Stg23.50 = Eur27.51). Proof of the exact amount charged by the bank in Euro should also be uploaded.

Original receipts and boarding passes must be kept by the applicant for a year.

16. Airfare *

Indicate description of flight, Airline/s used and total cost of return flights

17. Upload the flight receipts and boarding passes *

Travel insurance is a refundable expense and can be part of the air fare.

Files submitted:

18. Transportation *

Indicate total cost for transport and description and destination of all relevant receipts such as Taxi, train, coach, subway or bus (The use of a taxi is limited to reach the airport from the accomodation)

19. Upload scanned receipts for transport *

Files submitted:

20. Accomodation *

Indicate total cost for accomodation and individual description of receipts. Hotel room rate and room tax are reimbursable. The name on the bill must be your own. Itemised room service receipts can be included here.

21. Upload scanned receipts related to accomodation *

Files submitted:

22. Meals during trip *

Indicate total cost for meals and description (such as 'Date' - Lunch/Dinner - 'Restaurant name' - Eur22) of the itemised receipts which include date in chronological order. Alcohol and tobacco purchases must not be included.

23. Upload meals' receipts *

Card receipts without itemised bill are not acceptable

Files submitted:

24. Conference registration fees *

Indicate total cost for registration and description of receipts. Where applicable student rate must be used. Social functions and cultural tours are not reimbursable.

25. Upload conference registration fee receipt/s *

Include copy of the Agenda and itemised receipt/s reflecting form of payment

Files submitted:

26. Other allowable expenses such as 'Printing of a poster' *

Please list description of item/service and indicate total cost (N/A if not applicable)

27. Upload receipts for 'other allowable expenses'

Files submitted:

28. Total expenses *

Indicate the total amount of the expenses listed above

Bank Details

Please take note of the specific details required according to the **bank's location**.

29. Account holder's name *

30. Bank Name *

31. Bank Address *

32. Swift/BIC Code *

33. IBAN number (*for **EU/British/Swiss** banks*)

34. Account Number (for **non-EU** banks)

35. Routing/ABA Number (for **USA** banks)

36. BSB Code (for **Australian** banks)

37. Transit and Institution Number (for **Canadian** banks)

38. Comments in relation to the Bank Details

Confirmation

39. I certify that: *

Tick all that apply.

- All details are correct upon submission of this form
- I have included all applicable documents
- I have met the reimbursement eligibility requirements as defined in the General Conditions for Travel - <https://www.um.edu.mt/l/sAIUE>
- Should it be determined that my application is incomplete or receipts submitted do not qualify for reimbursement, it will result in processing delays, adjustment in the amount eligible for reimbursement and/or denial of the request

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