Expense form

Expense contributions of the Graduate School of the Arts and Humanities

|  |
| --- |
| Personal data |
| Name |       |
| First name |       |
| Street |       |
| Postal code/ city  |       |
| E-mail |       |

|  |  |
| --- | --- |
| Bank-Daten |  |
| IBAN |       |
| Name of bank\* |       |
| SWIFT / BIC / ABA\* \*only with a foreign bank account |       |

|  |  |
| --- | --- |
| PhD programm: |       |

|  |  |
| --- | --- |
| Research purpose | Check-Liste confirmation |
| [ ]  | Museum / archive / library | [ ]  | Written confirmation from the institution (incl. length of stay) |
| [ ]  | Active participation congress/ conferences | [ ]  | Copy of the program |
| [ ]  | Fieldwork | [ ]  | Confirmation by the first supervisor (incl. lengths of stay) |
| [ ]  | Purchase of licences, reproduction costs | [ ]  | Receipt |
| [ ]  | Other:       | [ ]  | Type of confirmation:       |

|  |
| --- |
| Explanation (max. 1500 characters)      |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ReceiptNo. | Type of expense (please select from the drop-down-menu) | Date | Details (travel route, name of hotel, name of the congress…)  | Costs in the original currency |
| 1 |  |       |       |       |
| 2 |  |       |       |       |
| 3 |  |       |       |       |
| 4 |  |       |       |       |
| 5 |  |       |       |       |
| 6 |  |       |       |       |
| 7 |  |       |       |       |
| 8 |  |       |       |       |
| 9 |  |       |       |       |
| 10 |  |       |       |       |
| Total |  |

Overview of the expenses

The original receipts must be numbered and submitted electronically in one PDF to Hannah Ambühl (SINTA).