

DPMS Doctoral Program in Mineral Sciences

Programme doctoral en Sciences des Minéraux

Reimbursement of travel expenses

Preface

- Only PhD students which are registered to the DPMS have the right to be reimbursed for travel and food expenses
- Rules and limits of reimbursements can be found in <http://www.cuso.ch/programmes-doctoraux/administration/directives/baremes-cuso/>. Expenses above the limits will not be reimbursed. In order to avoid unexpected problems with the reimbursements, it is suitable to check the rules and limits before participating to or organizing an activity.
- Only original tickets and receipts will be accepted (no copies or credit card receipts).

How do I proceed

To ask for reimbursements you have to follow three steps:

1. Fill and sign the request of reimbursement that you can download at <http://mineral.cuso.ch/practical-information/>
2. Stick all your bills on papers using transparent tape (don't use neither glue nor stapler). Please, list the bills in chronologic order.
3. Send by mail the signed request of reimbursement and the bills to the coordinator (you can find the address at <http://mineral.cuso.ch/contacts/>)

The coordinator will then make a first control and send the request of reimbursement to the central CUSO administration. The final decision and payments will be done by the central CUSO administration.