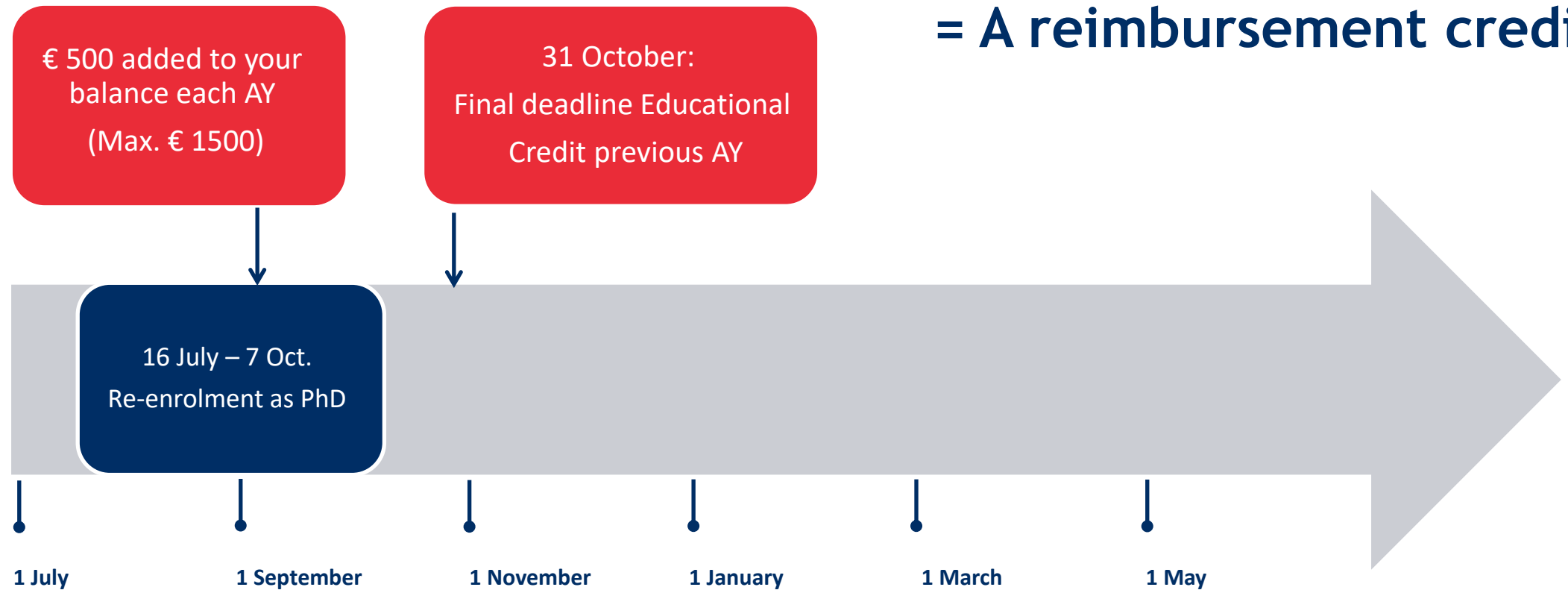


4. Educational credit

= A reimbursement credit



Doctoral study programme

[Training offer](#)

[Regulations training offer](#)

Educational credit

[Reimbursement requirements](#)

[Reimbursement procedures](#)

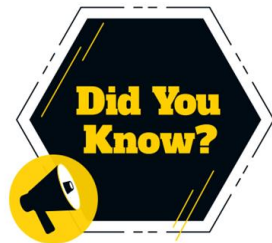
[How to report activities \(procedure\)](#)

Educational credit



VIDEO: Educational credit

Reimbursement of costs = procedure of the financial department



UAntwerp staff

Ongevallen aangifte

EHBO register

Incidenten, calam. of geweld

Tijdschrijven

Opleidingsmenu

Loonraming

Handleiding

iExpense

No UAntwerp staff = third party

UNIVERSITEIT ANTWERPEN | CAMPUS MIDDELBURG
FINANCIAL DEPARTMENT | ACCOUNTS PAYABLE
MIDDELBURGLAAN 1 | B-2020 ANTWERPEN

DD digital division

VOUCHERNUMMER: []
ADPN: []

TOESTELFAMILIE: REIMBURSATION + EXPENSES

PROCESNUMMER: []

BARCODE: []

€ []

DATE: [] DOCUMENT NUMBER: [] TOTAL AMOUNT: 0.00

NAME: [] FIRST NAME: [] LEGAL ADDRESS: [] RESIDENCE ADDRESS: [] NATIONALITY: [] NATIONAL REGISTER NR: [] SPOUSER'S NAME: []

BANKACCOUNT / BANK: [] BIC / SWIFT: [] ABA ROUTING NUMBER: [] IBAN NUMBER: [] BANK NAME: [] BANK ADDRESS: [] E-MAIL: []

UA EMPLOYEE: YES NO UA RELATIONSHIP YES NO YES NO YES NO YES NO

ACCOUNTING KEY: [] UNIT: [] DEPT: [] ACTIVITY / PROJECT: [] PROJECT TASK: []

DATE	JOB DESCRIPTION	CALCULATION	TOTAL
			0.00

MULTIPLE PAYMENTS PER YEAR: NO YES (YES = CONTACT UA LEGAL AUTHORITY FOR CONTRACT AGREEMENT)

DATE	DEPARTURE	LOCATION	MODE OF TRANSPORT	ORIGIN	RATE / KM	TOTAL	REASON FOR RELOCATION
						0.00	

ACCOMMODATION EXPENSES

LOCATION	PERIOD	REASON FOR STAY	AMOUNT	DAILY ALLOWANCE	TOTAL
					0.00

OTHER EXPENSES

DATE	DESCRIPTION	TOTAL
		0.00

PERSON TO CONTACT: []

TOTAL ON BANKACCOUNT: 0.00

SIGNATURE - BENEFICIARY: []

SIGNATURE - BUDGET MANAGER: []

Application file

Financial staff does a number of tax audits, therefore reimbursement requests require **supporting documents**.

A reimbursement file requires lots of supporting documents, we know!



Educational Credit = ADS Budget

- **ADS checks based on policy decisions:**
 - Application form complete & signed?
 - In case an activity was abroad → FWO Application?
 - Amount application = amount iExpense or Remuneration note?
 - All costs eligible?
 - Sufficient credit?
 - Certificate of attendance?
- **VERY IMPORTANT for iExpenses = delegate to the correct secretary**
'ADS – Educational Credit'



APPLICATION FORM
EDUCATIONAL CREDIT

Identification applicant

Student number: 20

Name:

Identification activity

Name activity:

Dates: from to

Location (city+country):

Requested amount

€

(Digital) signature applicant

date:

(Digital) signature supervisor

name:

Only to be filled in if activity has taken place in another country:

- I have a personal FWO-fellowship: Yes No
- I have applied for an FWO travel grant: Yes No
- I declare that I am eligible for one of the exceptions regarding FWO travel grant requests:

I declare on "good conscience" that this form was filled in truthfully:

I declare on "good conscience" that I will offer these costs for reimbursement through my education credit only:



New rules for activities abroad

- Well-defined on ADS website.
- A flowchart clarifies which procedure needs to be followed depending on the situation.

Eligible & non-eligible costs

- Both are well-defined on our website.
- General rule for reimbursement: activity must have **learning component**.
It must add to a specific competence.





Special attention points

- **NEW travel procedures for all UAntwerp staff members**
 - Reimbursement procedure stays the same
 - Invoice in your own name
 - See PINTRA page Framework agreement travels
- **StatUa & Linguapolis courses**
 - Direct payment from the balance of your educational credit IF you mention that you are a PhD student at UAntwerp

Conclusion

A complete & correct reimbursement application leads to a **quick payment**.

