

Identification applicant

Identification activity

Student number: 20 Name:	Name activity: Dates: from to Location (city+country):
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Requested amount

(Digital) signature applicant

(Digital) signature supervisor

€	date:	name:
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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:

HOW TO SUBMIT YOUR APPLICATION FILE:

- PhD researchers *employed* by the University of Antwerp: submission via [iExpense](#)
- PhD researchers *without an employment contract* at University of Antwerp can send the application file to kostennotas@uantwerpen.be or via (internal) post to *Financial Services UAntwerpen – Campus Middelheim – Middelheimlaan 1 – 2020 Antwerpen*

CONTENT OF THE APPLICATION FILE:

1. **Application form educational credit** (= this form), (digitally) signed by all parties
2. **Expense form**
 - [iExpense](#): fill in the [digital form](#) by UAntwerp staff only
 - [Remuneration note ADFIN-0103](#) for researchers not employed at UAntwerp
Always mention the ADS cost centre **Department 54 Unit AD012000 Activity Project GIOPLKRE**
3. **Proof of payment**
Documents to submit (in iExpense: to upload):
 - Proof of costs (invoices, proof of registration on personal name and with exact amount, travel tickets (boarding passes, train tickets,...) or receipts in case of cash payments)
AND
 - proof of payment (bank statements or credit card statements where these payments are mentioned,...)
4. **Proof of participation**
 - certificate of participation/attendance mentioning your name
 - for research residencies: motivation letter including the learning component
5. **In case of activity in another country** (only necessary if reimbursement of travel expenses is requested (costs for travel and/or accommodation))
 - The **application for the FWO travel grant** and the **decision from the FWO** and only in case you received a fixed allowance from the FWO and this did not suffice to cover all accommodation and per diem costs:
the completed **financial report of FWO** with a listing of ALL costs that you made
OR
 - **Motivation** and **proof why no application for an FWO travel grant was submitted**

Requirements and procedure can be found on:

<https://www.uantwerpen.be/en/centres/antwerp-doctoral-school/doctoral-study-programme/educational-credit/reimbursement-proced/>

For additional questions you can contact doctoralschool@uantwerp.be