



Travel Contribution

Reference No.: 2025-0586

Persönliche Angaben

Personal Information	
Title	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> -
Last name	-
First name	-
Academic title	-
Position	-
<i>Position related to the research activity (doctoral student, postdoc, assistant, etc.)</i>	
Phone number	-
E-mail address	-
Date of birth	-
Language of correspondence	<input type="radio"/> German <input type="radio"/> French <input type="radio"/> English

Privatadresse

Private address	
Street	-
Postcode	-
City	-

Country	-
Are you currently in permanent employment or enrolled at a university/university of applied sciences?	<input type="radio"/> Yes <input type="radio"/> No

Reisegesuch-subformular

	Travel Application
Title of the conference	-
Website of the conference	-
Official start of the conference	-
Official end of the conference	-
Venue of the conference	-
Country of the conference	-
Remarks on the conference	-
Type of contribution	<input type="radio"/> Presentation <input type="radio"/> Panel <input type="radio"/> Poster <input type="radio"/> Other <input type="radio"/> Delegation
Travel costs	-
<p><i>Amount rounded (no decimal places), in CHF.</i></p> <p><i>The following costs can be claimed as travel expenses:</i></p> <ul style="list-style-type: none"> - Travel to and from the airport by public transport (excl. SBB GA/other subscriptions) - Travel to and from the conference venue by public transport - Arrival and return journey to the conference venue by plane - Transport from the airport in the destination country to the hotel/accommodation and back <p><i>The following travel expenses are excluded from reimbursement:</i></p> <ul style="list-style-type: none"> - Public transport subscriptions - Petrol costs/kilometre - Transport at the conference venue (taxi, UBER, public transport, etc.) 	
Accommodation costs	-

*Amount rounded (no decimal places),
in CHF.*

Do you receive any other third-party funding for the trip?

- ☐ Yes
☐ No

Third-party funds

-

*Amount rounded (no decimal places),
in CHF.*

Institute, university, foundation etc.

Third-party funder

-

Comments on the costs / financing

-

Framework credit requested from SAGW

- ☐ CHF 500.- for zone 1 (Europe)
☐ CHF 1'000.- for zone 2 (other destinations)

The SAGW only grants framework credits.

*You can find more information on allowable costs in our regulations:
www.sagw.ch/mysagw-travel*

*You can find the zone plan here:
www.sagw.ch/mysagw-zones*

Beilagen

Enclosures

Note on the upload

PDF-Upload

We ask you to submit only PDF files. Convert Word and Excel files into a PDF beforehand. You can find instructions on how to do this here:
www.sagw.ch/mysagw-pdf

Encrypted PDF files

Please ensure that the uploaded PDFs are not read-only (AES encryption).

Detailed budget

-

List of all expenses incurred due to the trip.

File: Excel or PDF

CV

-

File: PDF

Proof of third-party funding

-

File: PDF

Confirmation of the organiser of the conference

-

Written notification or invitation from the organiser proving that you are actively contributing to the event.

File: PDF

Programme of the conference

-

File: PDF

Einreichen

Completion

Applicant name

-

Applicant first name

-

Date

-

In general:
By submitting the form, you validly confirm its accuracy.

Reglement:
You confirm that you have read the [«Regulations on the Granting of Contributions to Travel Expenses of the Swiss Academy of Humanities and Social Sciences (SAGW)»](https://www.sagw.ch/fileadmin/redaktion_sagw/dokumente/Foerderung/Reglement_fu__r_Reisekostenbeitra__ge/2020-Reglement-Reisekosten.pdf) and agree to the conditions set out in the regulations.

Important:
Subsequent changes are no longer possible after submission.

test
