| **Travel grant committee** Lotta Jäderlund | 2024-07-29 |
| --- | --- |

# Travel report – internationalisation of doctoral education

Have you received a travel grant for the internationalization of the doctoral education? Then you must submit a travel report (approx. 2-3 A4 pages) within one month of returning from your visit.

The travel report consists of two parts: 1. a description of the visit and 2. a financial report.

Send your report with an email to [travelgrants@slu.se](mailto:travelgrants@slu.se).

1. **Description of the visit**

This section of the report aims to provide an overview of your stay. It should include the following:

* Your name
* Destination and purpose of the visit
* An overall description of the activities undertaken during the stay (e.g. given presentations, work-shops, study visits)
* Concrete description of results and experiences from your stay, such as new research findings, challenges, and lessons learned. Provide examples of how these will be applied in your ongoing doctoral studies.
* Collaboration and networking - comment on the collaboration and networking activities carried out during the stay, including potential future collaboration opportunities or contacts established.

1. **Financial Report**

Financial reporting follows the procedures established at your department. Please contact your department's administrator if you have any questions regarding this.

* Travel expense report (“reseräkning”) approved by the department
* Copies of receipts, etc.
* Please note that the travel grant **does not cover:**
  + Subsistence allowance (traktamente) or food costs in general. May be covered by the department.
  + Research/analysis work which is part of the student´s thesis project. Should be financed by the research project or the home department.
  + Bench fees and similar expenses