Expense form

Expense contributions of the Graduate School of the Arts and Humanities

|  |  |
| --- | --- |
| Personal data | |
| Name |  |
| First name |  |
| Street |  |
| Postal code/ city |  |
| E-mail |  |

|  |  |
| --- | --- |
| Bank-Daten |  |
| IBAN |  |
| Name of bank\* |  |
| SWIFT / BIC / ABA\*  \*only with a foreign bank account |  |

|  |  |
| --- | --- |
| PhD programm: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Research purpose | | Check-Liste confirmation | |
|  | Museum / archive / library |  | Written confirmation from the institution (incl. length of stay) |
|  | Active participation congress/ conferences |  | Copy of the program |
|  | Fieldwork |  | Confirmation by the first supervisor (incl. lengths of stay) |
|  | Purchase of licences, reproduction costs |  | Receipt |
|  | Other: |  | Type of confirmation: |

|  |
| --- |
| Explanation (max. 1500 characters) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Receipt  No. | Type of expense (please select from the drop-down-menu) | Date | Details (travel route, name of hotel, name of the congress…) | Costs in the original currency |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| Total | | | |  |

Overview of the expenses

The original receipts must be numbered and submitted electronically in one PDF to [Hannah Ambühl (SINTA)](mailto:hannah.ambuehl@unibe.ch?subject=Request%20for%20expenses).