

Chancellor's Travel Grants 2016 for doctoral candidates in the Doctoral Programme in Clinical Research, payment instructions

General information

The university instructions for travel apply to travelling with a university's travel grant (<https://flamma.helsinki.fi/content/res/pri/HY308197>). The travel grant can be paid either as a conventional allowance for travel expenses for work-related travel or as a grant, depending on the status of the recipient of the travel grant during the trip. A recipient can be an employee of the University of Helsinki or working outside an employment relationship, as for example personal grant recipients.¹

Prior to the trip

All travel grant recipients must draft a travel request prior to their trip. Travel insurance is valid only if the traveller has submitted a travel request. The practice as to how to prepare the travel request and make travel arrangements depends on grant recipient's status at the university.

A. If you are an employee of the University of Helsinki

- 1) Draft a travel request in the SAP travel management system before the beginning of your trip: <http://www.helsinki.fi/sap> (instructions: <https://flamma.helsinki.fi/content/res/pri/HY1002536>).
- 2) Indicate information on the travel grant in the Comments field. Complete the field for example as follows: "Chancellor's travel grant EUR XX (date of issuance)".
- 3) DSHealth practice: *Assign your travel request to your supervisor for approval* in SAP travel (give your supervisor's WBS code under the Cost assignment tab).
- 4) You may book flights and hotels by contacting the SMT travel agency's university service point directly (by using SMT Pro Online, tel. 010 818 9580 or yliopisto@smt.fi).
- 5) When making the reservation, be sure to mention that the trip in question falls under your doctoral programme's travel grant (H921, Doctoral Programme in Clinical Research, WBS 79211021). SMT will send an invoice for the order to the university.
- 6) The rest of the travel grant will be paid to you after the trip based on travel expense report.

B. If you are NOT an employee of the University of Helsinki

- 1) Fill in a travel plan form (<https://flamma.helsinki.fi/content/res/pri/HY288146>) and *have it signed by your supervisor*.
- 2) Indicate information on the travel grant in the *Sponsor* field. Complete the field for example as follows: "Chancellor's travel grant EUR XX (date of issuance)".
- 3) Fill your personal details in the personal details form and sign the form (06) (<https://flamma.helsinki.fi/en/HY280133>). The payment of grant will be prepared based on this information. NOTE! You do NOT need to enclose your tax card or the certified degree diploma.
- 4) *Deliver scanned copies of both the travel plan form (signed by your supervisor) and the personal details form (signed by you) well before your trip to the coordinator of your own doctoral programme*. List of doctoral programme coordinators can be found at the end of these instructions.
- 5) The travel grant will be paid to your account as soon as the grant has been processed. Grants are paid on the last weekday of the month. Please, deliver both the personal details form and the travel plan form at least a month before the desired payment date, or if that is not possible, as soon as you are able to.
- 6) You can make your travel arrangements and book flights and hotels yourself, and pay invoices by the travel grant paid to you. Remember to hold on to all the receipts related to expenses.

¹ The University cannot pay non-taxable travel expenses to persons with no employer (for example grant recipients). If the person is not an employee of the University of Helsinki, the chancellor's travel grant received will be considered as a grant. A grant recipient must acknowledge the chancellor's travel grant in his or her taxation and claim deductions from the taxation, if applicable.

After the trip

A. If you are an employee of the University of Helsinki

- 1) Draft a travel expense report in the SAP travel management system after your trip:
<http://www.helsinki.fi/sap> (instructions: <https://flamma.helsinki.fi/content/res/pri/HY1002536>).
Complete the travel expense report within two months of completing the trip.
- 2) Unless already completed in the travel request, indicate information on the travel grant in the Comments field. Complete the field for example as follows: "Chancellor's travel grant EUR XX (date of issuance)".
Assign the travel costs equal to the awarded travel grant to your own doctoral programme under the Cost assignment tab. Indicate on the tab the travel grant *WBS code 79211021*²
- 3) Indicate in the *Comments field* as well, if SMT has sent an invoice for your travel expenses directly to the university (for example "Confirmation of order by SMT, flights and hotels EUR XX").
- 4) Do not include in the travel expense report bookings or reservations made through SMT relating to expenses the university has already paid.
- 5) Scan all receipts related to the travel expenses and attach them in the SAP travel expense invoice.
Remember to hold on to all original receipts, ticket stubs, etc. Enclose also conference programme or similar with the SAP travel expense invoice.
- 6) The rest of the travel grant will be paid to you based on the travel expense invoice as soon as the invoice has been approved.

B. If you are NOT an employee of the University of Helsinki

- 1) If the travel grant has been paid to you as a *grant*, there is no need to do an invoice in the SAP travel system (and no travel report is required by DSHealth or DSHealth doctoral programmes).
- 2) If the grant already paid to you remains entirely unused, please contact the coordinator of your own doctoral programme in order to refund the unused grant.

Expenses covered by the travel grant

Travel grants are intended to cover the expenses of academic travels abroad. The travel grant may cover travel costs and accommodation expenses as well as participation fees. In addition, the travel grant can be used for per diem allowances (or equivalent expense allowances, if the travel grant recipient is not an employee of the University of Helsinki). Per diem allowances (or expense allowances) for travel outside Finland are determined on the basis of the country of destination and the duration of the trip. Further information about per diem allowances can be found in the university instructions for travel. Meals or food purchases will not be separately reimbursed, as reasonable living expenses incurred during the trip will be reimbursed through the per diem allowance (or expense allowances). Because the travel grant is awarded in one lump sum, per diem allowances (or expense allowances) will not be paid as additional reimbursements.

Cancellation of the trip

Travel grants are awarded upon application for a specific trip and must therefore be used for this purpose, unless special grounds dictate otherwise. If your original trip is cancelled, report this immediately to the coordinator of your doctoral programme. The contact details you will find in the decision notification sent to you. The doctoral programme and school decide whether you will be allowed to use the travel grant for other academic travel abroad or have to refund the grant.

² If part of the travel expenses is covered by another unit or project at the University of Helsinki, the traveller must divide the expenses between the paying parties by indicating their WBS codes on the Cost assignment tab. If part of the travel expenses is paid by an organisation other than the University of Helsinki, only those expenses covered by UH should be recorded on the travel request and travel expense report, and the traveller him- or herself must ensure that the other expenses are billed from the organisation in question.

Refunding an unused travel grant

If you are not an employee of the University of Helsinki and a travel grant paid to you as a grant remains entirely unused, the unused travel grant must be refunded.

- 1) Fill the required information in the cancellation of grant form (18) (<https://flamma.helsinki.fi/en/HY280133>). (You can check the information to be filled from an example form: <https://flamma.helsinki.fi/content/res/pri/HY296132>).
- 2) Deliver the form to the coordinator of your own doctoral programme. List of doctoral programme coordinators can be found at the end of these instructions.
- 3) After this, you will receive further instructions on refunding the grant personally. If you are an employee of the University of Helsinki, the travel grant will be paid to you based on the travel expense invoice you have completed after your trip. In that case the travel grant will be paid for real expenses, and a situation where part of the travel grant would remain unused cannot be created.

Doctoral Programme in Clinical Research wbs-code:

Doctoral School in Health Sciences	Contact	WBS
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