*Please fill in the form (in Danish or English) and email it to* *phd@health.sdu.dk**.*

Enclose the following with your application:

| **Basic information**  |
| --- |
| Name  |   |
| Course Title |   |
| Course Location |  |
| Course Dates |  |
| Budget for the expenses including course fee, transport, and any accommodation (Please leave room for a possible price increase) |  |

* Course description as an attachment (not a link!)

Please remember to apply in due time before your planned departure. You will not get your expenses covered if you have not applied before your departure.

Expenses other than those arranged through CWT must be settled through the University's electronic travel expense system (zExpense). The Travel Office will then take care of the final reimbursement.

In case you need assistance with zExpense, please contact your department secretary or the Travel Office (rejser@sdu.dk, +45 6550 2020).

The settling of accounts must be completed as soon as possible, no later than 8 days after your return.

\* If you are employed at SDU, Please order any plane tickets, foreign train tickets, and hotel (if any) through CWT.

Please note that you need to have a CWT profile to be able to order. In order to get a profile, please contact your department, who also can help you with any questions regarding CWT.