

When travelling with the graduate school money

1. Prepare a budget for your trip
2. Check with Juri (Juri.Poutanen@oulu.fi, cc to noora.partamies@fmi.fi) that the graduate school can pay for your estimated travel costs
3. Fill the official Oulu University form “matkaesitys” (available at the graduate school website: www.space.fmi.fi/graduateschool/Travelling/). The travel plan form is required whenever travelling abroad (even when your home institute requires a separate travel plan). The forms should be mailed to: Juri Poutanen, Astronomy Division, Department of Physical Sciences, P.O. Box 3000, 90014 University of Oulu. For domestic travels a confirmation e-mail from Juri is enough.
4. Please use the official forms (matkaesitys and matkalasku) of Oulu University, also available at the graduate school web site: www.space.fmi.fi/graduateschool/Travelling/
5. Bills from travel agencies should be addressed to Oulu University (Oulun yliopisto) and mailed to:

Oulun yliopisto
Fysiikan laitos / Tutkijakoulu
PL 7633, 01051 Laskut
Please use the reference: VA 3610

We are unable to pay bills which are not addressed to Oulun yliopisto. In case this accidentally happens, you should ask a new bill which you should send to the address above.

6. Possible payments in advance - only available for the Oulu University staff - will be paid one week before a travel in the Finland and two weeks before a travel abroad. If you are from another institute and need the advance, check with your home institute whether they can pay the travel and charge it from Oulu afterwards.
7. The travel claim (“matkalasku” form at the GS web site) should be made within two months after the travel, but immediately after a travel in November and December. Please send the travel claims together with all receipts to the address:
LuTK, palvelupiste/matkat, PL 3000, 90014 Oulun yliopisto
8. If you ask for a refund for taxi receipts, please give a reasoning for the use of a taxi (**new University of Oulu rules!**)
9. E-mail the total from your travel claim to Noora

10. All original receipts must be attached to a travel claim. An exception is a bank statement from which a copy is sufficient. Also all parts of flight tickets, not given to the airline, should be attached to the travel claim. In the case of an electronic ticket, a printout should be enclosed. In case you have made a payment yourself, include a receipt (a printout in case of an on-line payment) in addition to the bill from the travel agency, airline company etc.
11. No travel insurance will be repaid, because all persons addressing travel bills to Oulu University have automatically the University travel insurance (Eurooppalainen) which is valid abroad. In Finland, the insurance by the employer is valid.