**form for travel requests**

Beneficiary:       number of funds (see with the chief of group):

**Ground of the travel**

Type of ground: (click on the menu)

Departure date (from Switzerland) :       arrival date (to Switzerland) :

country :       City :

Organizing Institute / Compagny :

Name of the contact of the organizing meeting:

Reason description :

**\*Flight and/or train Travel**

Send a copy of the flight and/or train ticket to the secretary.

**\*Accommodation**

Arrival date:       Departure date :

Hotel Name :

Payment by :  (click on the menu)

Amount (addition of all the nights) :       Currency:

**\*conference inscription *(if the ground is a conference)***

Name of the Conference :

Beginning date :       End date :

Amount :       Currency :

Payment by :  (click on the menu)

Hotel included in the inscription:  yes  no

Meals included in the inscription :  yes  no

If yes, number of included meals :

**\***not necessary if the reservation was made by the secretary