



## **INSTRUCTIONS FOR REPORTING OF SSMF TRAVEL GRANT**

**Reports should be submitted in the SSMF application system SBS Manager**

### **The scientific report:**

- Which university / laboratory did you visit and what did you plan to get out of the stay?
- What did you learn on the spot? Are there results to present?
- Were your expectations of the visit met? If no, why not?
- What significance will your new experiences / results have for your doctoral education and the finalization of your thesis?

### **The financial report:**

- Fill in the travel invoice and be sure to prove all expenses with original receipts. It is important that it is clear who has paid or received the payment, and the purpose of the payment.
- Compile original receipts and bank statements from the bank account debited to the payments. Save as a pdf and attach.