

## Financial help for training missions

The following form needs to be filled for any application to a financial help dedicated to a training mission.

### *Application criteria :*

1. Applications to a training mission have to describe the context of the mission and its relevance considering the student's research subject.
2. Important : Students may apply for a financial help only for the following types of missions :
  - Attending a summer school or a training session
  - Laboratory visits
  - The Doctorate school will not fund the attendance of congress and conference meetings.
3. Priority criteria :
  - A financial help up to 800€ for each PhD student may be granted during the whole duration of the thesis
  - If the student previously benefited from a help from the EDMI, he/she has no priority

For your mission, please forward to the EDMI office any information about the event (receipt or letter as a proof of payment for the tuition fees, transport fares and tickets). Plane or train tickets and accommodation have to be booked by the EDMI.

Pay attention to keep all original tickets and receipts of your mission.

### *How to apply :*

1. Fill the following form and send it at [edmi@u-bordeaux.fr](mailto:edmi@u-bordeaux.fr) at least 3 weeks before **departure**
2. A specific document called "**ordre de mission**" will be prepared by the EDMI office and has to be taken back by the student **at least one week before departure**
3. During the mission: it is compulsory for the student to have a copy of this document during his/her mission to ensure his/her insurance coverage.
4. Upon return: another document called "**état de frais**" will be made for the student. This document sums all the expenses up linked to the mission, based on proof of expenses (tickets, receipts etc.). The 'état de frais' has to be signed by the student **within the week of his/her return.**

*For any question concerning the documents and the preparation of your mission,  
please contact EDMI:*

[edmi@u-bordeaux.fr](mailto:edmi@u-bordeaux.fr) - 05 40 00 87 07  
Bureau 164, bât. A30 (LaBRI) - PAC Talence

*I never went on a mission before:*

Form « Départ en mission de formation » signed by the supervisor  
+ Form on the next page « Fiche de création personne physique »  
+ RIB (Bank coordinates in case of refunds).  
= send everything to the EDMI office – [edmi@u-bordeaux.fr](mailto:edmi@u-bordeaux.fr)

*I went on a mission before thanks to my team/research project/ etc.:*

Form « Départ en mission de formation » signed by the supervisor  
= send to [edmi@u-bordeaux.fr](mailto:edmi@u-bordeaux.fr)

## Départ en mission de formation - Fiche de renseignements

Once filled and signed by the supervisor, please send a scan to: [edmi@u-bordeaux.fr](mailto:edmi@u-bordeaux.fr) at least 3 weeks before departure

### General information

Surname + Name :

E-mail :

Phone :

Birth date :

Supervisor :

Laboratory :

Registration year : 1, 2, 3 or 4

Application date :

### Type of mission

Attending summer school / training session

Visits of laboratories

In France

Abroad : .....

### Purpose of the mission

URL :

### Location, date, name of the event

Name of the event :

Address :

Location :

### Details of the trip

Departure date :

Time :

Return date :

Time :

Duration of the trip :

### Estimated budget for the mission

Registration fees :

Accommodation fees :

Type of transportation and fees :

**Total budget for my application (estimation)**

..... €

Other comments :

Signature (student) :

Avis du Directeur de thèse sur les enjeux de la participation à cette manifestation :

Favorable

Non favorable – motif :

Le Directeur de thèse atteste ne pas disposer de fonds permettant de financer cette mission

Date et signature du directeur de thèse

Décision de l'École Doctorale :

Accordé pour un montant de :

Refusé – motif :

Date




Création : 01/01/2014	Révision :	Version : 01
DIRECTION DES SERVICES COMPTABLES		Page 1 sur 1
<b>FICHE DE CREATION PERSONNE PHYSIQUE</b>		
Formulaire rempli le :		Par (nom+tel) :


CREATION       MODIFICATION      /      Personnel Université de Bordeaux       OUI       NON

**Document à retourner accompagné du RIB à :** ▪ Université de Bordeaux - **Service Facturier** - CS 61292 - 146 rue Léo Saignat, 33076 Bordeaux cedex ▪ Mail : [fournisseurs@u-bordeaux.fr](mailto:fournisseurs@u-bordeaux.fr) ▪ Fax 05 57 57 11 45

Civilité																												
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Prénom(s) .....																												
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Tél: .....	Fax: ..... Mail: .....

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 Paiement Hors Zone SEPA – Joindre obligatoirement un document bancaire	
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