



Application for Travel Allowance for Students

Please refer to the "Information sheet on Travel Allowances for Students" on the 2nd page!

Kind of travel allowance (please tick): Please note: allowance applications for <i>Excursions, Summer Schools</i> and <i>Museum Internship / Museum Research</i> are submitted by your project leader!	<input type="checkbox"/> Excursion at Bachelor and Master levels <input type="checkbox"/> Summer School at Bachelor and Master levels <input type="checkbox"/> Museum Internship / Museum Research at Bachelor and Master levels <input type="checkbox"/> Individual Fieldwork only at Master level <input type="checkbox"/> Travel to Archives only within the scope of your Master thesis
Student's family name	
First name	
Street and number	
Postal code and town	
Matriculation number	
Telephone	
Email	
Destination	
Travel dates	
Cheapest return flight option in CHF	
Student's bank account information Bank / Post (please tick)	<input type="checkbox"/> Bank: Name, Address: _____ <input type="checkbox"/> Post
Student's IBAN Number	
Student's private address as given to your bank	
Date and applicant's signature	
Date and supervisor's signature or project leader's signature	



Information sheet on Travel Allowances for Students

Version November 2022

We support students of ISEK – Social and Cultural Anthropology at most once per study level (bachelor and master) with travel allowances for outward and return trips incurred in the context of research stays and booked as modules. We support a maximum of one round trip per research and study level. In principle, we will cover the cost of the cheapest air travel if funds are available. If alternative means of transportation were used, please contact the secretariat. It should be noted that there is no right to remuneration.

Your Application

- For your application for reimbursement of travel expenses, the form on page one must be completed in full and signed. The signature of your supervisor is mandatory.
- Please submit applications for travel allowances concerning the Modules “Ethnologische Praxis” (*Excursion, Summer School and Museum Internship*) via your module leader. Please submit applications concerning *Individual Fieldwork* and travel expenses to *Archives* directly to: ISEK–Ethnologie, Institutssekretariat, Büro 5.06, Andreasstr. 15, 8050 Zürich
- Be sure to include the **original travel agency invoice** (or internet printout if there is no original) and other receipts for the trip. For the reimbursement of air travel expenses, it is mandatory to enclose the **boarding passes**.
- For the bank details, it is mandatory to specify your IBAN number. Otherwise, no payments can be made.
- Please note that post-travel expenses are reimbursed only once per year, during the fall semester. **Deadline for submission: 30.09. Transfers by the end of December each year.**

Our goal

We support students' research (supervised research at bachelor level **as part of modules “Anthropological Practice”**; individual research **or** supervised research as part of research modules at master level) and support travel expenses to the research site within the financial means of the ISEK – Social and Cultural Anthropology.

Allowances

Under the term “Travel Allowance”, financial support can be provided at ISEK – Social and Cultural Anthropology for students' travels with the following emphases:

- a) Travel expenses concerning *Excursions (Lehrforschungen)* at bachelor and master level
- b) Travel expenses concerning *Summer Schools* at bachelor and master level
- c) Travel expenses concerning *Museum Internships / Research* at bachelor and master level
- d) Travel expenses concerning *Individual Fieldwork* only at master level
- e) Travel expenses concerning *Archives Research* only within the scope of your master thesis