

Guidelines for Requesting GSL Mobility Funding

General Remarks:

- **As of the calendar year 2023, GSL members can request a maximum amount of CHF 1'200.**
- The GSL supports conference and course visits as well as research trips for its members, as long as they are relevant to the member's area of research.
- For research trips, a detailed project plan for the period of the trip should be submitted. A report on the research trip must be included in the following progress report to the GSL.
- The GSL is very keen to contribute to the reaching of the Swiss climate goals within the framework of the [Paris Climate Agreement](#) (please also see "climate-friendly travel" below).
- The application must be submitted at least four weeks before the event – retrospective applications will not be considered.
- Expenses regulations for the University of Luzern apply. The GSL does not reimburse costs of meals.
- A further source of support for participation in external events is [SAGW](#) (German or French only).
- **For those of you employed at the UNILU only:** the last possible hand-in date for reimbursement requests (via "E-Expenses-Tool/ E-Spesentool", see below for further information) each calendar year is December 9th. The reason is that reimbursements are added to your salary payment. If you hand requests in later, the requested amount will be deducted from mobility funding available to you in the following calendar year.

Climate-Friendly Travel:

The Swiss Federal Office for the Environment sees the reduction of individual citizen's CO₂ emissions as crucial for reaching climate goals ([information](#) not available in English). Therefore, the GSL no longer grants mobility funding for flights for travels under 1000 kilometers (linear distance). Justified exceptions need to be requested via the GSL board – please contact the GSL coordinator before writing the application.

The compensation of CO₂ emissions for refunded flights automatically takes place at the end of the year by payment done via the University's Finance and Accounting Division.

[Ecopassenger](#) is a website that directly compares travel durations and CO₂ emissions of various means of transports as well as recommends specific travel itineraries. [Trainline](#) is a website with train connections within Europe and [here](#) is a website with information about over-night trains. Links to CO₂ emission calculators are placed on the application form in footnote 2.

Procedure for an Application to the GSL:

1. For any expenses linked to a specific mobility endeavor below the amount of CHF 150 needs no application prior to requesting reimbursement for the expenses (i.e. go directly to step 7). However, keep track of your mobility expenses in total, as the GSL will decline payment of any expenses once

- the maximum amount available to you per calendar year is reached. Also, the GSL can decline expenses it does not see as pertaining to mobility crucial to your doctorate.
2. Anything you apply for over the amount of CHF 150 needs to be discussed with your first supervisor in advance – please upload a short written confirmation (e.g. an e-mail) by your supervisor via the electronic application form (via upload section at the bottom).
 3. The application must be submitted four weeks prior to the event via the electronic [application form](#) on the GSL Website or, alternatively, by sending the application form (downloadable on the [GSL website](#)) including all relevant documents to gsl@unilu.ch with the exact words in the heading “Request for financial support”.
 4. The GSL Office will make a decision on the application. Conference fees and travel costs will be covered either in part or in full, depending on the budget and amount of costs.
 5. Initial payment is to be made by you. During the trip all receipts need to be kept. No reimbursements will be made without them.
 6. The GSL covers costs up to the authorized sum. An additional 10% to the authorized total may be granted in extenuating circumstances given in writing.
 7. Reimbursement claims are to be made no later than two weeks after the end of the trip as following, depending on what type of doctoral student you are:
 - a. **For independent doctoral students** (without employment at the University of Lucerne): Please use the disbursement form downloadable from the [GSL website](#). A separate form is to be used for each currency. Regarding how to prepare the documents for submission, see section 7 below.
 - b. **For research assistants and scientific staff** (with employment at the University of Lucerne):
Preliminary remark: Eventually you will have to ask for reimbursement via the University’s “E-Expenses-Tool/ E-Spesen-Tool”. In order for the GSL to control the reimbursement request before you upload documents via the e-tool, the procedure is in two separate steps:

Step 1
Fill in the disbursement form downloadable from the [GSL website](#). You only have to fill in your name and the details regarding expenses. You don’t have to sign the form(s), as your e-mail serves as confirmation of the veracity of the submitted documents. Send everything to gsl@unilu.ch with the e-mail heading “Expenses Check”. Once we controlled everything and tell you it’s okay, complete step 2. Regarding how to prepare the documents for submission, see section 7 below.

Step 2
Hand in the checked documents via the University’s E-Expenses Tool/ E-Spesen-Tool. As “Kostenstelle” (Costcenter) type in 220990. Here is a manual for the tool on UNETEntry: G:\UNETEntry\3_Dienste\Finanzen_Rechnungswesen\E-Spesentool
 8. The expenses form, scanned receipts (if no scanner is available, you can photograph the receipts), and the initially granted request form (i.e. with the signature by the GSL managing director) should be e-mailed to gsl@unilu.ch no later than two weeks after the end of the trip with the e-mail heading stating exactly the following words “Reimbursement of Expenses”. If you hand in reimbursement requests for different things, you can differentiate them by adding information to the heading – e.g. “Reimbursement of Expenses_Conference xy”.
If you have a professional PDF program, the GSL office is grateful to you for merging the handed in documents into a single PDF with documents in the following order:
 - 1) Reimbursement form(s);
 - 2) Listed receipts (if several reimbursement forms are use due to different currencies, have each reimbursement form followed by listed receipts in one currency before featuring the next reimbursement form and therein listed receipts)
 - 3) Granted request form