

Datum: 11. November 2021

Seite: 1/2

Guidelines for Requesting GSL Mobility Funding

General Remarks:

- The GSL supports conference and course visits as well as research trips for its members, so long as they are relevant to the member's area of research.
- Along with the request form, a brief description of the relevance of the course/conference must be submitted separately.
- 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.
- In the calendar year 2021, GSL members can request a maximum amount of CHF 1'500.
- 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).

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 C. Cavedon before writing the application.

For justifiable flights, the compensation of CO2 emissions *must* be budgeted and – if the maximum amount available isn't surpassed – can be included in the amount requested from the GSL.

[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 template in footnote 2.

Procedure for an Application to the GSL:

1. Conference and course participation as well as research trips must be discussed with your supervisor in advance.
2. The application must be submitted four weeks prior to the event to gsl@unilu.ch. The relevant form can be found on the [GSL website](#).

FROHBURGSTRASSE 3
P.O.BOX 4466
6002 LUCERNE

christina.cavedon@unilu.ch
www.unilu.ch/gsl

3. 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.
4. Initial payment is to be made by you. During the trip all receipts should be kept. No reimbursements will be made without them.
5. Claims should be made using the expenses form. A separate form is to be used for each currency. The original receipts must be attached to DIN-4 sheets (separated by currency). The expenses form can be found on the [GSL website](#).
6. When requesting reimbursement for granted flights, the receipt for the compensation of CO2 emissions must be included.
7. The expenses form and original receipts should be sent to the GSL office – during Corona times only via e-mail (christina.cavedon@unilu.ch), during non-pandemic times also via snail mail:

Universität Luzern
Graduate School of Humanities and Social Sciences
Christina Cavedon
Frohburgstrasse 3
Postfach 4466 6002 Luzern

8. 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.