

# PDP 2021/2022

## Economy Officers Training TRAVEL

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Aalto University  
School of Engineering



# Travel

Plan your travel well ahead and discuss it with the teaching team either face to face or via email. We would like to know the purpose of travel, how does it contribute to your project, where, when, and participants.

PS: Keep the travel expenses as budget friendly as possible!

The Finnish tax authorities have clarified the guidelines for reimbursement of study-related travel expenses.

→ reimbursement of study-related travel expenses is treated as taxable income (tax authorities) UNLESS these are covered with a travel grant

→ **Plan ahead! Prepare to apply for a travel grant if traveling!**



# Travel and how to act

Long distance travel abroad (local ADF Team) :

You travel abroad for project reasons (e.g. visit sponsor / meet the global team)

→ **Plan ahead! You must apply for a travel grant. Eetu approves the application**

Long distance travel (GlobalTeam) to Finland :

e.g. Global Team arrives to PdP Gala.

→ **Plan ahead! Travelers must apply for a travel grant. Eetu approves the application. You may fill the application on behalf of the global team participants.**

# Travel Grant

## How to apply

The student applies for the travel grant personally, for each travel separately and before the travel takes place.

The application is ongoing for the time being.

<https://www.aalto.fi/en/services/students-travel-grant-travel-arrangements-and-reimbursing-other-expenses>

### Instructions for travel grant application

1. Apply for the grant at least four weeks before your planned trip. If you travel with a group of more than 10 people, submit your application at least six weeks before the trip.
2. Estimate the cost of the trip. Travel is by public transport, economy / basic class or student fare considering overall economy and safety. You can search for flight and hotel prices in Aalto's Neo travel and expense management system. Accommodation prices (such as Airbnb) can also be searched outside Neo.
3. Fill in the application form carefully. You can find the application form below. If any details are missing, the form will be sent back to the student for updating.
4. Seek approval for the trip and the travel grant from the head of the department or degree program. The application can be signed in writing, electronically, or it can be approved by email.
5. Submit the form after it's been signed or approved by the head of the department or degree program. Send it to [travelgrants@aalto.fi](mailto:travelgrants@aalto.fi)
6. You will receive the grant decision within two weeks of submitting the application.

# Travel Grant Application Form

One for each traveler.

If several people have **same destination**, **one (email) approval is sufficient** for all of them.

If Global Team members travel, **YOU** may fill the grant application on behalf of them.

AALTO KORKEAKOULUSÄÄTIÖ		<b>A!</b>	
VAT FI22283574			
Aallon Matkatimi varaa apurahalla rahoitettavat matkat. Aalto's Travel team will book all travel funded by the travel grant.		29.9.2021	Tallenna tiedosto omalle koneelle ennen muokkaamista. Download this file to your computer before making changes.
<b>MATKASUUNNITELMA JA MATKA-APURAHAHAKEMUS</b> <b>TRAVEL PLAN AND TRAVEL GRANT APPLICATION</b>			
<small>* pakollinen kenttä / mandatory field</small>			
* Matkustajan nimi / Traveller's name			Sukunimi + Etunimi / Last + first name
* Matkustajan henkilötunnus / Traveller's Finnish ID code			OR date of birth if you don't have Finnish ID code
* Matkustajan osoite / Traveller's address:			Osoite + postitointipaikka / Address + city
* Matkan kohde ja ajankohta / Travel destination and time			
Perustelu apurahalle / Argument for the grant			
Matka / Trip:	Suunniteltu matka (majoitus, juna, lento jne), päivä ja kellonaika / Planned trip (accommodation, train, flight etc), date and time	Arvioidut kulut / Estimate costs	
Matkaliput / Travel tickets			
Matkaliput / Travel tickets			
Matkaliput / Travel tickets			
Majoitus / Accommodation			
Majoitus / Accommodation			
*Arvioidut kulut yhteensä / Estimated costs total			
<b>Maksetaan yhteensä / Total: (Apurahan määrä / Scholarship total)</b>		<b>0,00 €</b>	<b>Matkatimi täyttää kentän / travel team fills out the field</b>
* Projektin numero ja nimi/ Project number and name:			
* Koulu/ School:			
* Matkan aihe ja syy / Details and reason of the trip:			Selite hyväksyjälle / Info to approver.
Ilmoita tässä myös matkan vastuupettajan/henkilön nimi, sekä jos kyseessä on ryhmämatka / Write here the name of the responsible teacher/person, and indicate if you are travelling with a group			
1. Hyväksytty /Approved Yksikkö / Department			Puoltajan allekirjoitus / Signature of the endorser
2. Hyväksytty /Approved Matkustuspalvelut / Travel Services			Matkatimin hyväksyjän allekirjoitus / Signature of the travel team approver

**Travel grants are approved, and Travel team sends the travel grant award documents to those involved.**

**(First: Fill up the excel document “Travel Grant Application Form” in Mycourses / Aalto website. One for each traveler. Aalto travel team can book the flights after the travel grant has been approved. )**

**Info for Travel Team for booking the tickets:**

- Travel description and purpose.
- Dates of the travel and flights details
- All passengers’ personal information:
  - Full name as stated in passport
  - Passport number (if from outside EU)
  - Gender (Booking system still asks ms/mr)
  - Nationality
  - Email address
  - Phone number
  - If check-in luggage is needed or not

In case flights are arranged for your global team members (non-Aalto students), for the final Gala for example, and additional document “Aalto personal data / Visitor”, available in Mycourses, needs to be filled; the info that is usually needed for flight booking.

**Personal data (Please use block letters)**

Last name		First names	
Preferred name if different than above (aalto.fi address is generated based on the preferred name.)			
Last name		First name	
Finnish national ID (Please provide Date of Birth (DD.MM.YYYY) if you do not have Finnish national ID)			
Home address in a country of permanent residence			
Postal code and city			Country
Street address <i>in Finland</i> during the visit (if permanently residing outside Finland)			
Postal code and city			
Home telephone number in international format (e.g. +358...) (Please prefer mobile phone.)			
E-mail address (different than aalto.fi)			
Gender			
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other			
Home country		Nationality	Dual citizenship

**Please fill out if you are currently a student at Aalto University**

Student number
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The personal data I provide will be registered in the HR information system of Aalto University. The data may be transferred to other Aalto University information systems (e.g. relating to user account administration, building access control or for academic visitors, the ACRIS research information system). The contact information I provide may be used by the IT account administrators in order to contact me.



**Send the personal data forms and travel details to PdP office:**

**they will be forwarded to Aalto travel services, to buy travel insurances and flights for all passengers.**

**Notes:**

**→ The flights can be booked by Aalto Travel Team through the external travel agency [GBT (American Express Global Business Travel)]**

**→ You can book the flights yourself (not prohibited) → submit a cost claim in NEO. Within one (1) month, student fare, all receipts attached.**

**→ For accommodation in the destination country, you can either book it by yourself, and submit a cost claim in NEO or come to the PDP office. Travel team can book hotels.**

# AFTER the trip

**If your own, create an expense report in NEO**

**IF for visiting global team:**

The travel grant will be paid to students after the trip via an electronic reimbursement form. **A host or designated person at the department starts the reimbursement process.**

**DO NOT make expense report on behalf of ANYBODY in Neo 😊.**

## IF for visiting global team:

The travel grant will be paid to students after the trip via an electronic reimbursement form. **A host or designated person at the department starts the reimbursement process and the form (found in Aalto pages) is processed as follows:**

1. The host or a designated person at the department fills in the basic details of the visit
2. The guest fills in his/her personal and bank account details and attaches the receipts in pdf or jpg format to the form
3. Host, approver or a designated person verifies and confirms the information given by the guest
4. Aalto Travel Services team processes guest's travel expense report in Neo system
5. The reimbursement will be paid to the guest's bank account within 2-3 weeks

More information: <https://www.aalto.fi/en/services/guests-travel-arrangements-and-expense-reimbursement>