

Let's make travelling easy!

1. Did you talk with your supervisor and coordinator?

Step 1 - What's missing?

2. Did you prepare your TrasPre form?

Did you write an email to the admin offices?

Step 2 - What's missing?

3. Did you send the TrasPre to UNITS PhD office?

Did you send the authorization request?

Step 3 - What's missing?

4. Did you collect all necessary docs for the reimbursement?

Step 4 - What's missing?

5. Did you send the TrasPre to UNITS PhD office?

Did you send the authorization request?

Step 5 - What's missing?

Do you need info?