

Application for funds for social student activities

We grant money using the following criteria:

* We support various activities promoting the well-being and social environment for students at ITU
* Examples of expenses we cover: pizzas at a class party, prizes at a quiz night, equipment for a sports event, etc.
* Money cannot be used on alcohol
* The event must be inclusive; the entire class, course or exercise team, or study year must be invited
* We support up to 100dkr/student participant
* Both students and teaching staff can apply, but the activities should target and benefit students.
* Deadline: 8th of December
* Send the application to: Lise Lawaetz Winkler, Dean of Education Support: Lilw@itu.dk

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| ACTIVITY  *Describe the content and purpose of the activity* |  |
| WHEN and WHERE  *When and where is the activity taking place?* |  |
| TARGET GROUP  *study programme, study year and semester* |  |
| PARTICIPANTS  *how many are invited and how many are expected to participate?* |  |
| BUDGET  *Which expenses are you applying for funds for (approximate amount in dkr)?* |  |
| CONTACT PERSON(S)  *Name and email of whom to contact for more information on the event* |  |

When the money is granted:

* Teachers staff must use Ibistic to claim reimbursement, documentation (receipts and participant’s list) should be enclosed.
* If students need reimbursements for expenses they need to fill out a reimbursement form: [Expense-settlement-form-for-non-employees-pdf.pdf (itu.dk)](https://en.itu.dk/-/media/DK/Om-ITU/Fakturering-og-finansielle-instrukser/Blanketter/Expense-settlement-form-for-non-employees-pdf.pdf). Reimbursement form and documentation (receipts and participant’s list) should be sent to Pia [psq@itu.dk](mailto:psq@itu.dk)
* Please note: We need documentation of participants (lists of participants) and documentation for all expenses (original receipts or copy of receipts) in order to give refunds.