**POSMEC - FORM FOR PARTICIPATION IN INTERNATIONAL EVENTS**

**ONLY FOR DOCTORAL STUDENTS**

* Request through this document at least 30 days prior to the event;
* The student must be the main author of a paper to be presented in oral or poster sessions;

**1 - Main information:**

**Student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Extension** ( ) or **Leave of Absence** ( )

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scholarship: ( )Capes ( )CNPq ( )Other**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **( )No**

**Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period you will stay at the event: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Total number of days**: \_\_\_\_\_\_\_\_\_

**2 – Requested Aid(s):**

|  |  |
| --- | --- |
| 1. Registration fee |  |
| 1. Tickets (round trip) |  |
| 1. Lodging (period and value) |  |
| Total expenses |  |

**3 - Documents that must be attached to the request:**

3.1 - Quotation made directly with the airline (GOL, LATAM, AZUL, etc.), decolar, among others, ***or***, preferred travel agency’s quotation. POSMEC’s recommendation: Campus Turismo – 3233-6525 (campus@campusturismo.com.br);

3.2 - Proof of acceptance/official communication to participate in the congress (event); The first page of the article to be presented;

3.3 - Page with the event registration;

**4 – In order to receive the expenses’ refund, the student must deliver:**

4.1 - Receipt/invoice with the details of PAULO DE TARSO ROCHA DE MENDONÇA/CAPES - CPF: 149.822.691-49, describing the student's participation and signed by the event organization;

4.2 - Tickets: proof of payment, boarding and arrival tickets and filled refund request form ("xxx” spaces) and signed at service provider – [**Model A – Attachment XIII.a**](http://ppgmec.posgrad.ufsc.br/files/2014/07/Modelo-A-Anexo-XIII.a.docx);

4.3 - Lodging: invoice with the details of PAULO DE TARSO ROCHA DE MENDONÇA/CAPES - CPF: 149.822.691-49, and **description of the lodging on behalf of the student.**

P.S.1: Purchases made with CAMPUS TURISMO: POSMEC authorizes via e-mail directly to the company (after receiving budget quotation) and invoice may be generated directly to POSMEC (using coordinator’s data). **It’s mandatory that the student delivers both tickets of departure and return** **upon arriving from the event.**

P.S.2: A reimbursement form may be filled with all expenses and documents attached.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Agreement Student’s signature

|  |  |
| --- | --- |
| **Referred Conceded Aid(s)** | **Coordinator’s authorization** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prof. Paulo de Tarso R. de Mendonça  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |