**POSMEC – FORM FOR PARTICIPATION IN EVENTS – PROFESSORS**

* Request through this document at least **30** days prior to the event;
* International events (short duration, as per PROEX norm);

**Professor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Event Location (City/State/Country):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period of absence:** from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ (Total of \_\_\_\_\_\_\_ days)

|  |  |
| --- | --- |
| **Requested Aid(s) (National/International)** | **Value (specify currency)** |
| 1. Event registration fee |  |
| 2. Tickets (round trip) |  |
| **Requested Aid(s)** | **Number (amount) of nights** |
| 3. Number of nights (*value will be calculated by POSMEC, according to the CAPES table available in the resources request tab of the site*) |  |

**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, must delivered:**

4.1 - Receipt/invoice with the details of PAULO DE TARSO ROCHA DE MENDONÇA/CAPES - CPF: 149.822.691-49, describing the participation of the professor 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: Form "[**Model A - Attachment XIII.a**](file:///C%3A%5CUsers%5CBruno%5CDesktop%5CMestrado%5CTodos%20forms%20POSMEC%5CModelo%20A%20-%20Anexo%20XIII.a.docx)" fully filled ("xxx" spaces) and signed at service provider;

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

 Professor’s signature

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