

## INSTRUCTIONS FOR TRAVEL GRANT RECIPIENTS (SPRING 2026)

Grants from The HSE Support Foundation, April 30, 2026, **must be used for the purpose stated in the application**, for example the conference for which the grant was applied and awarded. The grant must **be** withdrawn **within 6 months** after the travel at the latest. Failure to withdraw the grant by this date will result in its cancellation.

Grant recipients must declare their grants from The HSE Support Foundation in their tax returns.

Grant recipients should inform The HSE Support Foundation immediately of any changes in their addresses or bank account information.

### **Payment of grants:**

To receive your grant payment, submit a payment request through the Foundation's online grant service "Create New Payment Request" no later than the last day of the month preceding the payment month. Grants are paid around the middle of each month. Grants are not paid in July.

If the conference acceptance email was not already included in the grant application, please forward it to: [ext-tuula.murremaki@aalto.fi](mailto:ext-tuula.murremaki@aalto.fi)).

**A letter- or an email of acceptance from the conference is a prerequisite for payment of the presentation/working paper conference grant.**

Travel grants are paid approximately one month before the trip or in connection with the purchase of tickets. Personal travel grants are paid into the recipient's own bank account.

### **Reports on use of the grant:**

All grant recipients must submit a report explaining how their grant was used. These reports will not be requested separately and they should be addressed to the board of The HSE Support Foundation sr.

Send by post to The HSE Support Foundation address or by email to [ext-tuula.murremaki@aalto.fi](mailto:ext-tuula.murremaki@aalto.fi)

Recipients of travel grants submit their reports on the use of their grants **after they have returned**. These reports should provide an account of the trip and conference. Although original receipts need not be returned with the report, **an account of the expenses incurred must be included. The grant number must be mentioned in the report!** The number is in the payment order that accompanies the grant award notice.

More information: Office Manager Tuula Murremäki

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THE HSE SUPPORT FOUNDATION SR

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