The list of documents that a PhD student needs to submit to Galina N. Melnikova in the **Accounts Department** (Kronverksky Pr. 49, room 280b, visiting hours: from 2pm to 4pm on workdays, phone 233-02-55) within **three workdays** from their return from the trip:

1. Copy of the international passport/ID with stamps of crossing the Russian border;
2. Documents confirming traveling to and from the destination of the trip: train tickets, online tickets, boarding passes, service charge receipts and others (if travel costs are covered in the costs estimate);
3. Documents confirming staying at and paying for the hotel and other accommodation (booking does not count as a confirmation of staying at the accommodation) (if accommodation costs are covered in the costs estimate);
4. Documents confirming any other expenses covered in the costs estimate (registration fee, visa);
5. Trip assignment, which needs to be collected at the Academic Mobility Support Office on workdays from 10am to 5pm at the following address: Lomonosova St. 9, room 2139c, phone 572-21-54.