

# Travel Reporting

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If you receive support for participating in a conference, a research stay or any other trip, you are required to add a travel report to your reimbursement claim.

This duty should not be perceived as an mechanism to control or justify your expenses, but as a possibility that is offered to you to reflect upon your personal scientific growth as a researcher and the experience that you have acquired during your mobility as well as opportunity to describe what you are coming back with, what you will do with it and what you will disseminate in your network.

These are the expected contents of your report (please do not forget to date and sign it):

## 1. Conference

- Modus<sup>1</sup> reference number of your trip (ex. 2016/MOB/01234) with the name of the conference, location, dates and web link(s) (if available);
- List of the sources of financial support (applications, amounts, results). It could be useful for your next trip;
- Update your Orbi<sup>2</sup> account and register your presentation including its title and authors (ex. <http://hdl.handle.net/2268/1234656>);
- Short summary of presentations that were of interest for your work, including the ideas, comments, questions they address ;
- Names and addresses of useful new contacts and why you think they are of interest;
- List of "what you will disseminate to whom" (supervisor, lab, colleagues);
- Mention if the report contains confidential elements;
- And finally, as a researcher from the XXIth numerical century, in case professional pictures are taken; why not adding them?

## 2. Research stay

- Modus<sup>3</sup> reference number of your trip(ex. 2016/MOB/01234), with the name of the host university/unit, location, dates and web link(s) to the host (if available);
- List of the sources of financial support (applications, amounts, results). It could be useful for your next trip;
- Short presentation of your objectives before the departure;

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<sup>1</sup> The use of Modus on myUlg is mandatory for any professional/doctoral mobility and for trips that are financially supported by the ULg.

<sup>2</sup> Orbi is the ULg Open Repository PLatform in which it is mandatory to upload your posters, publications, presentations, etc.

<sup>3</sup> The use of Modus on myUlg is mandatory for any professional/doctoral mobility and for trips that are financially supported by the ULg.

- Summary of your research stays, including a critical analysis of what you've done (research, meetings, engagement, trainings), and what you've kept (good practices, results, questions, ideas, competences, organization, etc.);
- Comparison of your initial objectives and the completed ones, plus useful directions for the future;
- Update your Orbi<sup>2</sup> (ex. <http://hdl.handle.net/2268/1234656>) account with your scientific production: articles, posters, reports with a clear mention of those produced during your stay;
- Names and addresses of useful new contacts and why you think they are of interest;
- List of "what you will disseminate to whom" (supervisor, lab, colleagues);
- Comments on culture, university governance, good practices in research and/or in doctoral training;
- Mention if the report contains confidential elements;
- And finally, why not adding some pictures of your work and of your host team?

This report will be yours and should ideally give rise to questions, new impulses, new contacts.

In short: keep track of your research stay, and more widely on what makes the research world, with different practices and other ways of thinking. Valorize that, use and re-use it! So that we will bet on the international mobility! Make your research trips a valuable, and even essential, part of your way up the scientific career ladder!