Administrative services (SA)

- Traveling (missions): fill this form: google forms and give back the declaration of your expenses
  .
- Holidays:
  - CNRS/UGA employee: declare your holidays in Agathe : https://agate.cnrs.fr/
  - IRD employee: use the IRD portal for missions and holidays
- For any administrative question, you can have a look at the service Intragere, including the internal rules, the IGE organization chart, a description of the services, and have a look at the intranet (login AGALAN)
- Preferentially use these emails to contact the SA:
  - ige-rh@univ-grenoble-alpes.fr Human ressources (Training periods, CDD, etc.),
  - ige-depenses@univ-grenoble-alpes.fr pour les commandes, missions et autres dépenses
  - ige-contrats@univ-grenoble-alpes.fr pour les demandes d'ouvertures de lignes de crédits, points budgétaires, relevés de dépenses à préparer etc.
  - ige-formation@univ-grenoble-alpes.fr: for any need of formation

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