

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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