

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)

Who should I contact for what?

- Human ressources (Training periods, CDD, etc.) : ige-rh@ige.univ-grenoble-alpes.fr
- Mission order, expense, order : ige-dependences@ige.univ-grenoble-alpes.fr
- Formation : ige-formation@ige.univ-grenoble-alpes.fr

From:
<https://phd-wiki.osug.fr/> - PhD community wiki @ IGE

Permanent link:
https://phd-wiki.osug.fr/doku.php/administrative:administrative_service?rev=1604566770

Last update: **2020/11/05 09:59**

