

Application for a Travel Grant		Date of receipt
Please return to: Universität Passau, Graduiertenzentrum, Nikolastr. 12, 94032 Passau		Application complete
Personal details		
Title, Given Name, Family Name		
Date of birth		
Correspondence address		
University e-mail address		
Telephone		
Applicant's status		
<input type="checkbox"/> I am a doctoral student at the University of Passau		
<input type="checkbox"/> I am an 'Habilitation' candidate at the University of Passau		
<input type="checkbox"/> I am a postdoctoral researcher at the University of Passau seeking either further formal qualifications required for a professorial career ('Habilitation') or equivalent academic achievements, giving me the right to hold a university professor position in Germany		
Information about your doctoral or post-doctoral studies		
Topic of your thesis		
Supervisor (also for postdoctoral researchers)		
Faculty		
Start date of doctorate		
Explanation of above-average duration of doctorate ¹ :		
Information about the trip		
Name / Place of the event		
Organiser		
Event website		

¹ If your doctorate will take longer than five years, please explain why the completion of your doctorate has been delayed. Please also state an expected completion date and the work you still need to complete by then.

Start of the event		End of the event	
Date of arrival		Departure/return date	
Presentation of the research results via	<input type="checkbox"/> Poster	<input type="checkbox"/> Lecture	
	<input type="checkbox"/> Other:		
Title of the presentation			
Expected costs			
Travel costs (air/railway tickets, etc.)			euros
Accommodation expenses			euros
Attendance fee*			euros
Other (not including catering)	_____		euros
Costs in total			euros
*NB: Membership fees are only eligible for funding by the Graduate Centre, if the attendance fee is significantly cheaper due to member status. The savings must exceed the membership fees.			
Have you applied or are you planning to apply for a travel grant elsewhere?			
Please note: The remaining 33% may only be covered by specially designated external funds. The Graduate Centre's travel grants cannot be combined with other funds, e.g. from the chair's budget or funding support from the women's representative.			
<input type="checkbox"/> Yes, an application has been submitted on (date)		to	
in the amount of			euros.
<input type="checkbox"/> Yes, I intend to submit an application to			
in the amount of			euros.
Expenses covered by other parties			
<input type="checkbox"/> Accommodation expenses	<input type="checkbox"/> Travel costs		
<input type="checkbox"/> Attendance fees	<input type="checkbox"/> Meals		

- I have **not** applied, and do not intend to apply, elsewhere for reimbursement of expenses. (Please note: According to item 5.1 of the guidelines on travel grants, the Graduate Centre's travel grants are subordinate to any [other sources of funding](#), and should only be used if no other funding sourced could be secured. If you have not applied for reimbursement of your travel expenses elsewhere and do not intend to do so, you must outline your **rationale** below):

Enclosures

Please enclose the following documents:

- Academic CV including an overview of your publications and lectures given
- Letter of application with a brief outline of your scientific contribution related to the event and why your participation in this specific event is conducive to said contribution (e.g. abstract)
- Letter from your supervisor (for postdoctoral researchers: Professor (chair, professorship) administering the project), outlining your individual scientific contribution and the relevance of the event (c.f. form "Stellungnahme der Erstbetreuerin / des Erstbetreuers zum Antrag auf Reisekostenzuschuss")
[NB: The form may also be submitted directly to the Graduate Centre by the chair or professorship.]
- Proof of participation in the event (e.g. invitation letter)

Information on reimbursement

The form for reimbursing of travel grants (c.f. "Antrag auf Erstattung der Reisekosten") has to be submitted **no later than six months** after the event took place.

You will need to provide all bills and receipts, including proof from the organiser that you participated and contributed to the event (e.g. certificate of attendance) and boarding passes, if applicable.

As the payment of travel expense reimbursement can be very delayed in some cases, we recommend that you apply for an advance.

I hereby declare that the information provided in the entire form is correct and complete

Place and date, applicant's signature

I commit to comply with the "Richtlinien der Universität Passau zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichen Fehlverhalten" (Rules of the University of Passau for the Ascertainment of Good Academic Practice and for the Investigation of Alleged Academic Misconduct)

Place and date, applicant's signature