



DSE Event Organization Fund – Application Form



DSE members may request reimbursement for expenses (listed in the Information Sheet on Reimbursement Claims) associated with DSE events they are organizing at the Department of Education or the Centre for Teacher Education, such as academic colloquia or a workshop that is relevant to doctoral students. The event must be organized by a group of DSE fellows.

- ❖ Submit this completed form along with a description of the event to dse@univie.ac.at at least three months prior to the event.
- ❖ Keep all original receipts for reimbursement purposes
- ❖ Employees and externally funded researchers must provide proof that they do not have other funding from their department, institute, or funding agency for this concept (an email from the appropriate administrator can serve as proof), or state the funds available to cover other costs of the event.

| Applicant details | |
|-----------------------|------------------------|
| First name, last name | |
| Department / Centre | |
| Student ID number | |
| Date of birth | |
| Email | |
| Event details | |
| Name of the event | |
| Date(s) of the event | |
| Invited speaker(s) | |
| Expense type | Estimated costs (in €) |
| | |
| | |
| | |
| Total costs | |
| Organizers (fellows) | |
| Date | |
| Signature | |

With my signature, I declare that I have read, understood and agree with the conditions for reimbursement as stated in the Information Sheet on Reimbursement Claims.



Describe the event and explain how it is related to the doctoral training and the cluster(s)
(~ 200 words)

Decision of the Head of the DSE

Approved

Maximum amount* in €:

Conditions:

Rejected

Reasoning:

Date

Signature