



# Travel Fund – Application Form

DSE members may request reimbursement for expenses (listed in the Information Sheet on Reimbursement Claims) associated with active participation in conferences, seminars, workshops, summer schools, etc.

- ❖ Submit this completed form, along with confirmation of acceptance as an active participant, to [dse@univie.ac.at](mailto:dse@univie.ac.at) (Subject Line: “Travel Fund Application - Last Name”) as soon as possible and **before** the event.
- ❖ Keep all original receipts for reimbursement purposes.
- ❖ Employees and externally funded researchers must provide proof that they have no other funding from their faculty, institute, or funding agency for this concept (an email from the responsible administrator may constitute proof).

Applicant details	
First name, last name	
Department / Centre:	
Student ID number	
Date of birth	
Email	

Travel details	
<input type="checkbox"/> Conference, workshop <input type="checkbox"/> Summer/winter school (please tick appropriate box) <input type="checkbox"/> Other:	
<input type="checkbox"/> Travel <14 days <input type="checkbox"/> Travel >14 days	
Duration	From: _____ To: _____
Title of event	
City & country of event	
<input type="checkbox"/> I will present <input type="checkbox"/> I will not present <input type="checkbox"/> Abstract of presentation submitted	
Title of presentation	

PhD progress details			
Title of dissertation			
DSE supervisor(s)			
Date of admission in the doctoral study	Date of public presentation (FÖP)	Date(s) of annual reports	Planned submission date of PhD thesis
Do you have a contract with the University of Vienna? (regardless of funding source) <i>*This information is only relevant for your reimbursement.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No



Information on costs*	
	Amount in €
1. Travel expenses	
2. Accommodation	
3. Participation fee	
<b>4. Total estimated costs</b>	

\*Remarks:

- Most cost-effective means of transport; economy class (flight), second class tickets (train).
- No reimbursement of daily allowances
- DSE reserves the right to may reimburse costs partially

**Justification for participation: Motivation, aim, added value and benefit**

**Statement:** Why can other funding sources not be used for this purpose (i.e. project funds, department/centre travel funds) or declaration that other funding schemes do not cover the full amount of expenses

**By signing below, I confirm that the information provided above are correct and further confirm that**

- When granted financial support through the DSE travel fund, I have to submit an overview of all expenses paid, the relevant invoices (issued in my name) and proof of payment.
- I am aware that if I cannot provide invoices and proof of payment outlined in this application, the DSE research funds or parts of them may be reclaimed.
- I have read, understood and agree with the conditions for reimbursement as stated in the Information Sheet on Reimbursement Claims



**Signature of the applicant**

Date

First and last name and signature

**Statement of the supervisor of the PhD applicant on the necessity of the planned conference, workshop, or summer/winter school participation.**

**I, the supervisor of the applicant PhD, confirm that all efforts have been undertaken to receive travel funds from other resources and that no other travel funds are available.**

Date

First and last name

Signature

**Appendix:**

- Letter of invitation or abstract

Please submit the application form as a **single PDF** to [dse@univie.ac.at](mailto:dse@univie.ac.at)

**Decision of the Head of the DSE**

**Approved**

**Maximum amount\* in €:**

**Conditions:**

**Rejected**

**Reasoning:**

Date

First and last name

Signature