

Conference/Research Travel Claim Application Form

1. Personal Details

Name:

Address:

Email:

Telephone:

Bank details: Institution:

BIC:

Name of Account Holder:

IBAN:

Level: Ph.D. Postdoc

Purpose: I will present a paper present a poster undertake research.

2. Conference Details or Research Institution

Organisation/Research Institution:

Location:

Dates of Conference/Research Trip

3. Detailed Description of Expenses

Expenses	Amount (currency)
Amount applied for:	

Date and signature

Do you require an advance partial payment of your travel expenses (80% of the approved sum, if it exceeds € 500)?

yes

no

In addition to this document, please submit explanations on the contribution of the conference trip / research stay to your thesis and academic development as well as

a) the abstract of your paper and the letter of acceptance (for conference trips);

b) an outline of your planned activities and research abroad including a detailed schedule (for research stays).