

Travel Grant Application Form

*Your application must be submitted to travelgrants@gcsc.uni-giessen.de **at least 8 weeks before departure**. Please submit this form together with all required documents as per the checklist below as **separate PDFs, appropriately named. Incomplete applications will not be considered.***

You are required to find the most economically and ecologically sustainable options for your travels. We also encourage you to pursue third-party funding and are happy to co-fund travels.

***Applications of 800 € and above** are decided at Executive Board meetings. Please see the current meeting dates to learn when your application must be submitted at the latest. Early submissions are greatly appreciated to facilitate feedback loops.*

***Applications below 800 €** are decided by the Graduate Studies Executive and can be submitted independent of Board meeting dates.*

For more information about travel planning and what we can cover, consult the Travel Grant Leaflet and JLU's Policy for Sustainable Business Travel. If you have any further questions, feel free to get in touch!

Personal Details

Name

Telephone Number

Address

Email

Level PhD Postdoc

Purpose I will present a paper/ poster I will conduct research other

Are you travelling with children? yes no

Conference Details / Research Institution

Organiser / Research Institution

Location

Dates of travel

Time and place of departure

Time and place of return

Itinerary

Below, please provide an itinerary of your travels. Record each change of location and/ or each new activity, as well as any extra travel days and private holidays (if applicable)

Activity <i>(e.g. travel days, conference, archival stay, holidays...)</i>	Location	Dates <i>(DD.MM - DD.MM.YYYY)</i>
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Required Documents

Please provide all documents as separate .pdf files. Also make sure that each document is clearly named. If applicable, make sure to review the section "Additional Documents."

For Papers and Posters

Statement of Relevance / Reason for Journey.

Tell us why the trip is valuable for your dissertation project and how the expenses you ask for are justified. Also comment on any special circumstances regarding your application.

Abstract of Paper / Poster.

Letter of Invitation / Acceptance.

Conference Description (descriptive outline, programme, etc).

..... Number of documents showing ALL expenses you have listed in "Detailed Description of Expenses."

For Research Trips

Statement of Relevance / Reason for Journey.

Tell us why the trip is valuable for your dissertation project and how the expenses you ask for are justified. Also comment on any special circumstances regarding your application.

Detailed schedule of your stay. For example, state which collections you plan to visit and what objects you plan to view, or how many interviews you plan to conduct, and with whom.

Evidence of access arrangements (e.g. archive confirmation, interview scheduling, visitor ID).

(ONLY for research trips exceeding 30 days) Statement of First Supervisor commenting on the relevance for your doctoral project, the necessary time span, and the economic viability of your research stay.

..... Number of documents showing ALL expenses you have listed in "Detailed Description of Expenses."

Additional Documents (if applicable)

Completed "Dienstreiseanzeige" form (*Applicable if you are employed at the JLU. You should submit it already signed by your manager or the dean of your department. No reimbursement or advance travel costs can be issued without those signatures*).

Documentation detailing the cost of child care during your trip.

..... Number of screenshot(s) of the online currency converter used to transfer your itemized budget to Euro.

Detailed Description of Expenses

If one or more budgeted items are in a currency other than the Euro, please use the online currency converter OANDA to calculate and document the conversion.

Item	Cost in other currency than Euro	Cost in Euro
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Total cost of the trip:

*If your trip includes air travel, use the fields below to include the flat-rate levies for CO2 emissions for the flights in your itinerary. You can use any air miles calculator to determine the distance travelled. The CO2 levies are being paid by the GCSC to the JLU's Sustainability Office, and are not being calculated into your travel grant amount. (note: **for flights with a stopover, each leg counts separately**)*

Flights information (number of flights, distances)

**Total cost of the
CO2 levies** (in EUR)

Bank details of the applicant

Bank name: _____ BIC: _____

Account holder: _____ IBAN: _____

If your budgeted expenses exceed 200,00 EUR:

Do you require an advance partial payment of your travel expenses (80% of the approved sum)?

yes no