

## Information on the funding of international activities in Germany of the GC-ED

### Refundable expenses:

- Conference fees (total or part of the charges)
- Flight costs (economy class only), as well as costs of travelling to and from airports.
- Hotel and rental costs (within reasonable limits).

### Not refundable expenses:

- "Tagegeld" (if you have a working contract with TUM)
- Costs for food and drinks

Internal doctoral students with a TUM employment contract must submit a mission application. The journey is then to be settled in the travel expenses center. The approved GC-ED subsidy is to be indicated on the travel expenses application.

### Essential documents:

- Completed application (attachment 1).
- A positive interim evaluation for your doctoral project.
- Your supervisor's confirmation that the conference or workshop is meaningful for proceeding with the doctoral project and related research work.
- Information on the amount of conference fees.
- Confirmation that you have no other funding opportunities (possibly by letter or copy of the scholarship contract)
- A calculation of costs confirmed by the supervisor. Will the chair take over some of the costs?

The originals of all receipts for the de facto costs mentioned above are to be submitted. As for exceptions regarding travel expense advances, see Point III.1. If the billing is done in the context of an official trip, the documents for the official trip are to be submitted (application for reimbursement, calculations of the travel expense office, original receipts, withdrawal requests).

We require a statement, confirmed by your supervisor, of how the remainder of the six-week international research period is to be (respectively was) organized and financed.

### Guidelines for the list of documents:

Please note the following guidelines when putting together your documents:

- Original documents
- Tabular list of documents (Attachment 2: International Funding Table)
- Put numbers on your documents, so they can be matched to the tabular list.
- Please staple every receipt (to see front and back side) which is smaller than DIN A4 standard paper size on a white sheet that size.

### What to do?



### Contact

GC-ED / Julia Menz, M.A.

Tel. (089) 289-22400

E-Mail: [julia.menz@tum.de](mailto:julia.menz@tum.de) oder [gc@ed.tum.de](mailto:gc@ed.tum.de)

**Attachment 1: This application has to be sent to GC-ED before the conference!**

Application for the Internationalization Voucher in Germany

Applicant: \_\_\_\_\_ (doctoral candidate)

Application for the funding of the following project (please mark with a cross and fill in where applicable):

Presentations (lectures/posters) of your own scientific findings at the following conference in Germany

Attendance at an International Summer/Winter School, at a Workshop etc. in Germany

Other

Planned/ completed time period (dd/mm/yy-dd/mm/yy)

Total duration (days):

\_\_\_\_\_

\_\_\_\_\_

:

You are applying for:

Funding of all the costs.

Funding only of part of the costs in an amount of

The costs for the event cannot be funded elsewhere (if applicable, attach a scholarship contract).

Place, Date: \_\_\_\_\_

Signature Doctoral Candidate: \_\_\_\_\_

**Filled in by supervisor:**

Herewith I agree, that the requested measure is useful for carrying out the  
doctorate. The chair can contribute to the funding with      euro.

Place, Date: \_\_\_\_\_

Signature Supervisor: \_\_\_\_\_

Name Supervisor: \_\_\_\_\_

Please send the completed document to: GC-ED / Julia Menz / MUC

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The requirements for the claim are fulfilled (filled in by GC-ED):

Existing membership (supervision agreement, mentor, entry in doctoral list) Positive mid-term evaluation

Statement of funding of the chair

Confirmation of the doctoral candidate that no other funding is available

Application is approved as requested

Application is approved with the following restrictions

Application is not approved

Place, Date: \_\_\_\_\_

Signature GC-ED: \_\_\_\_\_

Attachment 2: You may hand in the funding table maximum 6 months after the approval of the application.

Funding Table

Application for the Internationalization Voucher in Germany (GC-ED)

Address:

Account Holder:

Bank:

IBAN:

BIC:

Document Nr.	Date	Description	Costs in Euro
1			
2			
3			

Total (EUR): \_\_\_\_\_

Confirmation that the applicant is entitled to make this application and has not been reimbursed elsewhere

\_\_\_\_\_  
Name, Surname

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature