

## Employee

Formal requirements:  
Mentor? ✓  
Exposé? ✓  
Feedback interview? ✓  
Visited Kick-Off? ✓

Read website/leaflet and check if and with how much money travel can be funded

Generate application via DocGS and send original to GC-ED / MUC  
Do not forget to apply for business trip! (via central travel cost center)

Go abroad! Settlement via travel cost center and then via TUM GS

## Scholarship Holder / Self-funded

Formal requirements:  
Mentor? ✓  
Exposé? ✓  
Feedback interview? ✓  
Visited Kick-Off? ✓

No extra travel funds included in the scholarship?

Read website / fact sheet and check if travel can be funded and with how much money

Application will be activated Generate application via DocGS and send original to GC-ED / MUC

Go abroad! Invoicing via TUM GS

## External funding

No regular funding possible.

Further funding possibilities on TUM GS Homepage

More questions? Detailed information is available in our fact sheet and our wiki:  
<https://wiki.tum.de/display/edschooloffice/Research+Stay+Abroad>

