

COMPLETING YOUR DOCTORATE IN THE ERFURT DOCTORAL AND POSTDOCTORAL PROGRAMME (EPPP)

SUBMITTING A CLAIM FOR REIMBURSEMENT OF TRAVEL AND MATERIAL EXPENSES FROM FUNDS OF THE ERFURT DOCTORAL AND POSTDOCTORAL PROGRAMME (EPPP)

For general information about membership of an EPPP-certified graduate centre / the Max-Weber-Kolleg (application, admission, admission notification, period of entitlement etc.), consult the information sheet titled “Completing your doctorate in the Erfurt Doctoral and Postdoctoral Programme”.

Who can claim for research-related travel and material expenses?

All doctoral candidates who are members of an EPPP-certified graduate centre or the Max-Weber-Kolleg and are registered as full members at the Research and Graduate Services are eligible to submit claims.

→ For information on becoming a full member, consult the information sheet “Completing your doctorate in the Erfurt Doctoral and Postdoctoral Programme”.

What budget is available to EPPP members?

All doctoral candidates who are registered as full members of the EPPP may claim for reimbursement of up to € 600 per annum in research-related travel and material expenses (maximum total amount: € 2,400) from the Research and Graduate Services.

Their period of eligibility for reimbursement of research-related travel and material expenses starts on the day of their admission to an EPPP-certified graduate centre or the Max-Weber-Kolleg. Funds that remain unused in a membership year may be carried over to the following year.

The availability of funds always depends on the budget, and members are not legally entitled to any financial support. If the doctoral candidate's EPPP membership is terminated, they may be required to repay received funds in part or full.

→ For information on the eligibility period, consult the information sheet “Completing your doctorate in the Erfurt Doctoral and Postdoctoral Programme”.

What expenses are eligible for reimbursement from EPPP funds?

Travel and material expenses that are directly related to the qualifying project are eligible for reimbursement. Those expenses can only be reimbursed if they are not covered by any third party (e.g. within the scope of third-party fundings, industrial doctorates or similar arrangements). Equipment and materials provided by the University of Erfurt are not eligible for reimbursement.

Research material expenses that are eligible for reimbursement include, in particular:

- Expenses for data collection (e.g. cost of conducting interviews, access to archives, materials, incentives)
 - If test subjects receive compensation or vouchers are drawn as prizes, the claim for reimbursement will have to include a list of receipts and/or acknowledgements of receipt.
- Expenses for data processing and evaluation (e.g. special software/licences and user training courses)
 - If you are claiming for transcription and coding expenses, a confirmation by a supervisor needs to be included.
- Printing expenses (e.g. posters, required copies of the doctoral work)
- Expenses for translations and/or proofreading
 - Only eligible for reimbursement if the dissertation or any related texts are written in a language other than the applicant's native language and these texts are not available in translation.
- Expenses for the access to relevant literature (e.g. interlibrary loans, library access) and, in justified cases, purchasing specialist literature
 - If you are claiming for the cost of purchasing specialist literature, a confirmation by a supervisor needs to be included.

Material expenses can only be reimbursed if the submitted documents clearly state the specific service or product purchased.

Research-related travel expenses that are eligible for reimbursement include, in particular:

- Travel expenses for the purpose of data collection and literature work (e.g. interview and archive travel)
- Travel expenses for research stays
- Travel expenses for the attendance of events (symposiums, workshops, conferences) involving an active contribution from the doctoral candidate (e.g. presentation, poster presentation, moderation)
 - Therefore, claims for reimbursement must include an evidence of active participation.
- Travel expenses for events taking place up to three months after the expiry of the doctoral candidate's EPPP membership (involving an active contribution from the doctoral candidate): Only eligible for reimbursement if the expenses were incurred during the membership period. Expenses incurred after expiry of the candidate's membership cannot be reimbursed.
 - Please notify the Research and Graduate Services of your requirements before your membership expires.
- Travel expenses for attendance at events that do not involve an active contribution from the doctoral candidate are only eligible for reimbursement in justified exceptional circumstances.
 - Please submit your claim to the Research and Graduate Services no later than six weeks prior to the planned date of travel.

Please notify the Research and Graduate Services in advance if you are planning any trips abroad or any other travel involving significant costs.

Reimbursement of travel expenses is generally based on the Thuringian public-sector regulations governing travel expenses.

Its provisions include the following:

- Attendance fees, travel costs from the claimant's place of work (usually Erfurt) and accommodation expenses are eligible for reimbursement according to the *Städtekatalog* list of destinations.
- All claims for reimbursement of travel expenses must be submitted to the Research and Graduate Services no later than three months after completion of the relevant trip.

If you have any questions, contact the service office of the Research and Graduate Services.

The following expenses are not eligible for reimbursement:

- Office equipment (e.g. PCs, laptops, tablets, printers, furniture)
- Office supplies (e.g. stationery supplies, ink cartridges)
- Membership contributions for specialist associations
- Invoices and fees payable to the University of Erfurt (e.g. doctoral tuition s)
- Travel expenses between the own home and the University of Erfurt or a supervisor's office
- Daily subsistence, costs for attendances at social events attached to e.g. conferences
- Travel expenses/attendance fees for workshops on key competences or further training

How and when can I claim for reimbursement of research expenses from EPPP funds?

Claims for reimbursement of research-related travel and material expenses incurred during the current year can be submitted to the service office of the Research and Graduate Services in person or by post at any time using the form "Claim for reimbursement of research-related travel and material expenses".

Please submit claims for reimbursement no later than 8 December of the relevant year, as that is the university's book closure date. We will not be able to process any claims submitted after that date, and the claimed expenses cannot be reimbursed. Expenses incurred after 8 December might be claimed in the following year.

Please submit your claims in a bundled way wherever possible.

Which documents do I have to provide?

- A completed and signed paper copy of the form "Claim for reimbursement of research-related travel and material expenses"
- Original invoices (e.g. bills, transport tickets)
- Proof of payment (e.g. receipts, bank account statements)
- Confirmation of participation or similar proof of attendance at events and journeys (e.g. invitations, event schedule, correspondence excerpts)
- Proof of active, full EPPP membership (form "Confirmation of active EPPP membership") if the Research and Graduate Services has not received any such proof for the relevant year yet

Contact

Research and Graduate Services
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