

**APPLICATION FOR REIMBURSEMENT OF RESEARCH-RELATED MATERIAL AND TRAVEL EXPENSES FROM EPPP FUNDS**

Applicant:

Forename:	Surname:
Address:	E-mail:
	Tel.:
EPPP-certified Graduate Centre/ Max Weber Kolleg:	

As a full member of a Graduate Centre / the Max Weber Kolleg I claim reimbursement of travel and material expenses.

Sum:	
IBAN:	BIC:
Name of the Bank:	

I affirm that I have incurred the expenses listed in Attachment 1 and that the costs are directly related to my research.

I affirm that no third party will cover the expenses listed. I further affirm that I have not submitted any other claims for the listed expenses and, provided that the reimbursement is granted, will not submit any further claims.

.....  
Date

.....  
Signature

**Attachment:**

- Detailed list of research expenses (Attachment 1)
- Original invoices and proof of payment (e.g. bank statement, receipts)
- If applicable, additional proof (e.g. conference schedule, confirmation of participation)
- If applicable, confirmation of active EPPP membership

**Contact**

Research and Graduate Services  
nachwuchsfoerderung@uni-erfurt.de

**Attachment 1 for reimbursement of research-related material and travel expenses**

Forename:	Surname:	Date:
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**Detailed list of research-related material and travel expenses**

<b>Expenses</b> (overview, justification)		<b>Sum in EUR</b>
1		
2		
3		
4		
5		
6		
7		
<b>Sum:</b>		

**Please provide the original invoices, proof of payment and any other documentation that will substantiate your claim.**

**If you use funds from other institutions of the University of Erfurt (e.g. Faculty, Equal Opportunity Officers, etc.) to finance your material and travel expenses in addition to the EPPP funds, please submit all relevant documents together to the Research and Graduate Services.**