

ERFURT DOCTORAL AND POSTDOCTORAL PROGRAMME (EPPP)

APPLICATION FOR REIMBURSEMENT OF RESEARCH-RELATED MATERIAL AND TRAVEL EXPENSES FROM EPPP FUNDS (SACHKOSTENSTIPENDIEN)

Applicant:

First Name:	Surname:
Address:	E-Mail:
	Tel.:
Graduate Centre/ MWK:	

As a full member of a EPPP certified Graduate Centre, I apply for reimbursement of research-related material and travel expenses.

Total amount:	
IBAN:	BIC:
Bank:	

☐ I certify that I have actually incurred the costs listed in Attachment 1 and that these costs are directly related to my qualification work.

☐ I confirm that the costs listed will not be covered by third parties or by any other body within the University of Erfurt. Furthermore, I confirm that I have not yet claimed the costs listed elsewhere or will not claim them elsewhere in the event of reimbursement.

.....
Date

.....
Signature

Enclosures:

- List of research-related costs (Attachment 1)
- Original invoices and proof of payment (e.g. bank statement, receipt)
- If necessary, further evidence (e.g. conference programme, confirmation of participation)

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

First Name:	Surname:	Date:
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List of research-related material and travelling expenses:

Item (short description, justification)		Amount in EUR
1		
2		
3		
4		
5		
6		
Total amount:		

Please provide evidence of the costs with original invoices, proof of payment and, if necessary, other evidence!

If you are using funding from other institutions at the University of Erfurt in addition to the EPPP funds (e.g. faculty, Office for Equal Opportunity and Family Services etc.), please submit all associated documents to the Research and Graduate Services in a bundle. These will be forwarded to Department 3 after processing.

Contact

Research and Graduate Services
graduiertenfoerderung@uni-erfurt.de