



**COMPLETING YOUR DOCTORATE
IN THE ERFURT DOCTORAL AND POST-DOCTORAL PROGRAMME (EPPP)**

**CLAIM FOR REIMBURSEMENT OF
TRAVELLING AND MATERIAL EXPENSES FROM EPPP FUNDS**

Applicant:

First name:	Name:
Address:	Email:
	Telephone:
EPPP-certified graduate centre/ Max Weber Centre:	

I am a full member of the Erfurt Doctoral and Post-Doctoral Programm (EPPP) and wish to claim reimbursement of travelling and material expenses incurred during a research trip.

Sum:	
IBAN:	BIC:
Bank name:	

- I affirm that I have incurred the expenses listed in Annex 1 and that they are directly related to my qualifying work.
- I affirm that no third party has covered or 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

Annexes:

- Detailed list of research expenses (page 2)
- 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

Annex 1 to the claim for reimbursement of travelling and material expenses of:

First name:	Name:	Date:
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Detailed list of research expenses

Expenses (overview, justification)	Sum in EUR
1	
2	
3	
4	
5	
6	
7	
8	
Sum:	

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