

SCHOLARSHIPS

SUBMITTING A CLAIM FOR REIMBURSEMENT OF TRAVEL AND MATERIAL EXPENSES

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

All doctoral candidates who are receiving a doctoral scholarship (Christoph Martin Wieland or Landesgraduierten Scholarship) or a Bridging Scholarship of the University of Erfurt are eligible to submit claims.

In addition, postdoctoral candidates who receive an initialisation scholarship or postdoctoral scholarship can apply for reimbursement of research-related travel and material costs. Since the reimbursement of costs is tied to the grant period, premature termination of the grant may result in a (partial) reclaim of funding already paid or a partial payment of the expenses only.

What budget is available to scholarship recipients?

- Doctoral Scholarship (Individual PhD): € 300 per year (max. 4 years)
- Bridging Scholarship: € 300 per year (prorating depending on term)
- Initialisation Scholarship: € 1.000 per year
- Postdoctoral Scholarship: € 1.000 per year

If doctoral candidates receive a scholarship and are EPPP members at the same time, the EPPP research budget is available.

A simultaneous allocation of research-related travel and material expenses from the EPPP membership and from a scholarship is not possible.

What expenses are eligible for reimbursement?

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 receipts.
- 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 (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 scholarship (involving an active contribution): Only eligible for reimbursement if the expenses were incurred during the scholarship period. Expenses incurred after expiry of the scholarship cannot be reimbursed.
 - Please notify the Research and Graduate Services of your requirements before your scholarship 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 journeys 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?

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)

Contact

Research and Graduate Services
nachwuchsfoerderung@uni-erfurt.de