



CLAIM FOR REIMBURSEMENT OF TRAVEL AND MATERIAL EXPENSES FOR FEMALE DOCTORAL SCHOLARS

Applicant:

| | |
|-------------|------------|
| First name: | Last name: |
| Address: | E-mail: |
| | Telephone: |

As a female doctoral scholar at the University of Erfurt I wish to claim reimbursement of travel and material expenses incurred during a research journey.

| | |
|-------------------|------|
| Sum: | |
| IBAN: | BIC: |
| Name of the Bank: | |

- I affirm that I have incurred the expenses listed in Attachment 1 and that they are directly related to my researches.
- 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.
- I agree that the Research and Graduate Office informs the Office for Equal Opportunity and Family Services about the period of my scholarship.

.....
Date

.....
Signature

Attachment:

- 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)

Contact

Office for Equal Opportunity and Family Services
gleichstellungsbuero@uni-erfurt.de

Attachment 1 of the claim for reimbursement of travel and material expenses of:

| | | |
|-------------|------------|-------|
| First name: | Last name: | Date: |
|-------------|------------|-------|

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.