

**CLAIM FOR REIMBURSEMENT OF TRAVEL AND MATERIAL
EXPENSES FOR FEMALE AND NON-BINARY FULL MEMBERS OF EPPP (doctoral
candidates or postdoctoral researchers)**

Applicant:

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

As a female or non-binary full member of a EPPP certified Graduate Centre I am applying for reimbursement of research-related material and travel expenses.

Total amount:	
IBAN:	BIC:
Name of the 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 hereby confirm that the costs listed will not be covered by third parties. Furthermore, I confirm that I have not yet claimed the costs listed elsewhere or will not claim them elsewhere in the event of reimbursement.
- ☐ I agree that the Research and Graduate Office informs the Office for Equal Opportunity and Family Services about the status of my EPPP-membership.

.....
Date

.....
Signature

Attachment:

- List of research-related costs 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 for the reimbursement of research-related material and travel expenses for:

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

Expenses (overview, justification)		Amount 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.