

## **GUIDELINE FOR REIMBURSEMENT OF RESEARCH-RELATED MATERIAL AND TRAVEL EXPENSES FOR FEMALE AND NON-BINARY FULL MEMBERS OF EPPP**

### **Who can apply for reimbursement of research-related material and travel expenses?**

All female and non-binary doctoral candidates and postdoctoral researchers who belong to an EPPP-certified Graduate Centre or the Max Weber Kolleg and who are registered as full members at the Research and Graduate Services.

### **What budget is available?**

- € 300 per annum
  - for a maximum of 4 years for doctoral candidates
  - for a maximum of 5 years for postdoctoral researchers

The allocation of funds is subject to budgetary constraints, hence there is no legal entitlement to payment.

### **What costs can be reimbursed from EPPP funds?**

Research-related material and travel expenses that are directly related to the research project are eligible for reimbursement. The costs can only be reimbursed if they are not covered by third parties (e.g. as part of third-party funded projects etc.). Work equipment and working materials can only be reimbursed if they are not provided by the University of Erfurt.

Reimbursable research-related material expenses include in particular:

- Costs for data collection (including conducting interviews and access to archives, materials, incentives)
  - If test subjects receive compensation or a raffle of vouchers takes place, receipt lists or confirmations of receipt must be enclosed with the reimbursement application.
- Costs for data preparation and evaluation (including special software/licences and associated user training)
  - In the case of transcription and coding costs, the application for reimbursement must be accompanied by a confirmation from the supervisor or the chairholder you are associated to
- Printing costs (e.g. posters, obligatory copies of doctoral theses)
- Costs for translation or proofreading
- The costs are only eligible for reimbursement if the thesis or the texts associated with the research project are not written or available in the native language.
- Costs for access to specialised literature (e.g. interlibrary loan fees, library access) and, in justified cases, for the purchase of specialised literature

- In the case of purchase of specialised literature, the application for reimbursement must be accompanied by a self declaration confirming that the literature - which is urgently required for the project - is not available at Erfurt University Library and is difficult to access via interlibrary loan.

Material costs can only be reimbursed if the documents (evidence) submitted clearly show the specific service or product for which the costs were incurred.

Reimbursable research-related travel expenses include in particular:

- Travel expenses in the context of data collection and literature work (e.g. interviews and archival research)
- Travel expenses for research stays
- Travel expenses for attending research-related events (symposia, workshops, conferences) with an active contribution (e.g. lecture, poster presentation, moderation)
  - Confirmation or proof of active participation must be enclosed with the application for reimbursement
  - Travel expenses for attending events without an active contribution can only be reimbursed in exceptional cases
  - Please submit corresponding applications to the Research and Graduate Services at least 6 weeks before the planned start of the trip
- After the end of the entitlement period, travel expenses can only be reimbursed if the reason for travelling is no later than three months after the end of the entitlement period and all costs were incurred within the entitlement period.  
Costs incurred later cannot be reimbursed
  - Please notify the Research and Graduate Services of any such requirements before the end of the membership period.

Travel expenses are reimbursed in accordance with the Thüringer Reisekostengesetz (Thuringian Travel Expenses Act):

- Eligible for reimbursement are participation fees, travel costs from the place of employment (usually Erfurt) and accommodation costs in accordance with the Städtetkatalog ("city catalogue")
- All applications for reimbursement of travel expenses must be submitted to the Research and Graduate Services no later than three months after the research trip.

Not eligible for reimbursement are, among other things, expenses for:

- Office equipment (e.g. computer, laptop, tablet, printer, office furniture)
- Office consumables (e.g. stationery supplies, printer cartridges)
- Contributions for memberships in professional association
- Invoices and fees from the University of Erfurt (e.g. matriculation fees)
- Journeys between your own home and the University of Erfurt as well as to supervisors or chairholder's homes
- Daily allowance, costs for catering and for cultural events within professional academic events
- Travel expenses/participation fees for workshops on key competences or for advanced trainings

## **When and how can I apply for reimbursement of research costs from EPPP funds?**

Applications for reimbursement of research-related material and travel expenses incurred by you in the current year can be submitted in person, by post or electronically at any time to the Office for Equal Opportunity and Family Services using the application form.

Please submit applications for reimbursement of costs not later than the book closure date of each year (beginning of December). Applications received after the book closer date cannot be processed and therefore the costs incurred cannot be reimbursed. Costs incurred after the book closer date can be claimed in the following year.

Bundled applications for costs incurred are expressly encouraged.

## **What documents must be enclosed with the application?**

- Completed and signed application form
- Original invoice(s) (e.g. bills, tickets)
- Proof(s) of payment (e.g. receipts, bank statements)
- Confirmation(s) of participation or comparable proof of participation in events and trips (e.g. invitation, event programme, extracts from correspondence)

## **Contact**

Office for Equal Opportunity and Family Services  
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