



**GRADUIERTEN-  
AKADEMIE**



**UNIVERSITÄT  
HEIDELBERG**  
ZUKUNFT  
SEIT 1386

**heiDOCS Travel Grant  
APPLICATION FOR THE REIMBURSEMENT OF TRAVEL EXPENSES  
for doctoral candidates without an employment contract with Heidelberg University**

Please read the [Instructions on Submitting Travel Expenses for Reimbursement](#)

**PERSONAL INFORMATION**

Last name, first name: ..... Date of birth: .....

**BANK ACCOUNT INFORMATION**

Account holder: ..... Bank: .....

IBAN: ..... SWIFT/BIC: .....

Name and address of the bank: .....  
(for banks outside of Germany)

**INFORMATION ABOUT YOUR TRIP**

Trip dates (from-until): ..... Destination: .....

Purpose of trip: .....

<b><u>TRAVEL EXPENSES</u></b>	<b><u>TYPE OF EXPENSES</u></b>	<b><u>AMOUNT</u></b>	<b><u>CURRENCY</u></b>
Transport:	.....	.....	.....
	.....	.....	.....
	.....	.....	.....
Accommodations:	.....	.....	.....
	.....	.....	.....
Registration fees:	.....	.....	.....
	.....	.....	.....
Other travel-related expenses:	.....	.....	.....
	.....	.....	.....

*Total costs (for office use only):* .....

**ADVANCE PAYMENT**

Did you receive an advance payment of your travel costs from the Graduate Academy?  YES  NO

If yes: What was the amount of the advance payment that you received? \_\_\_\_\_ €

**INFORMATION ABOUT EMPLOYMENT AT HEIDELBERG UNIVERSITY<sup>1</sup>**

a) I am related to an employee at Heidelberg University.  YES → Please go to b)  NO

b) Please enter the 8-digit LBV personell number<sup>2</sup> of the employee

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**AFFIRMATION**

- I affirm that the information provided is correct and complete.
- I affirm that I have not received nor will I receive reimbursement of the above costs from any other source / that I have notified the Graduate Academy about any external funding (for the registration fees, transport or accommodation costs).

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Location, Date

Signature

**CHECKLIST FOR THE APPLICATION FOR REIMBURSEMENT OF TRAVEL EXPENSES**

- Original receipts** (tickets, hotel bills etc.)
- Proofs of payment** such as bank account statements or PayPal transfers if the receipts do not show that payment was received or if the expenses are in a currency other than Euro.
- If you have received **external funding** for this trip (funding from an external source to cover your registration fees, transport or accommodations), please also include a copy of the reimbursement application for the external organization/institute and a copy of the approval for external funding.
- If applicable: **comparative offers** for the corresponding booking period (e.g. from a different departure location, for additional overnight stays, for shared travel expenses). Please inform the Graduate Academy as early as possible about any such deviating travel plans. In such cases, we cannot guarantee in advance that a reimbursement will be possible.

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<sup>1</sup> Please see the "Instructions on Submitting Travel Expenses for Reimbursement" for explanatory details.

<sup>2</sup> This refers to the first 8 digits of the "Personalnummer" (before the slash) found on the salary statement.