



GRADUIERTEN-  
AKADEMIE



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

### heiDOCS Travel Grant

#### Information about the „ANTRAG AUF GENEHMIGUNG EINER DIENSTREISE“ for doctoral candidates with an employment contract\* with Heidelberg University

1. You can download the form on the website of the personnel department:  
[https://www.uni-heidelberg.de/einrichtungen/verwaltung/personal/formulare\\_personal.html#dienstreisen](https://www.uni-heidelberg.de/einrichtungen/verwaltung/personal/formulare_personal.html#dienstreisen)  
(category: **Dienstreisen**; word document: „Antrag auf Genehmigung einer Dienstreise“).  
You can use the English translation of the form (see “travel authorization form”) to understand the information required; however, you must fill out and submit the German document for your application.
2. Please complete **only** section 1 of the form, up to and including the line “**Datum, Unterschrift des Antragstellers/der Antragstellerin**”. Everything below this line will be taken care of by the Graduate Academy.
3. After you have filled out the all relevant fields in section 1 electronically, print out the form and sign and date it at the bottom of section 1 on the line „Datum, Unterschrift des Antragstellers/der Antragstellerin “. You are the “Antragsteller:in”.
4. Please submit a scanned copy of the form (including your date and signature) with your other application documents for the travel grant (see: [https://www.graduateacademy.uni-heidelberg.de/foerderung/heidocs\\_travel\\_en.html#applicationprocedure](https://www.graduateacademy.uni-heidelberg.de/foerderung/heidocs_travel_en.html#applicationprocedure)) to the Graduate Academy by the relevant deadline.

Please do not forget to check the travel grants website for information about which expenses can and cannot be reimbursed: [https://www.graduateacademy.uni-heidelberg.de/foerderung/heidocs\\_travel\\_en.html](https://www.graduateacademy.uni-heidelberg.de/foerderung/heidocs_travel_en.html)

**If you have any questions please contact the team of the Graduate Academy:**  
[ga-docs@uni-heidelberg.de](mailto:ga-docs@uni-heidelberg.de)

*\* You have an employment contract as Mitarbeiter:in nach TV-L or as wissenschaftliche Hilfskraft with Heidelberg University and you have an 8-digit LBV personnel number.*