



GRADUIERTEN-  
AKADEMIE



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

## heiDOCS Travel Grant

### INSTRUCTIONS ON SUBMITTING TRAVEL EXPENSES FOR REIMBURSEMENT for doctoral candidates without an employment contract with Heidelberg University

#### RECOVERABLE EXPENSES

The amount awarded for a heiDOCS travel grant will be based on the expenses that you indicated in your application.

If your actual expenses exceed the amount for which you have applied or the maximum grant amount that was approved, the difference will not be covered by the grant. You will be responsible for covering the difference.

Expenses that are not accompanied by a receipt cannot be refunded.

#### **The following expenses can be covered:**

- **Return travel** as well as local **public transportation** (airfare, train fare, tickets for public transportation etc.). When booking your travel, you must adhere to the principles of economy and sustainability. For example, train travel (2<sup>nd</sup> class, economy fares) must be chosen over air travel whenever possible.
- **Accommodations** excluding meals (hotel, private room rental, guesthouse apartment)  
*Please note that accommodations can be covered at the most from one day before to one day after the event.*
- **Conference fees** (registration / participation fees)
- If applicable, **visa fees**
- If applicable, **mandatory climate taxes** (not voluntary climate taxes)

#### **The grant does not cover:**

- meals, i.e. conference dinners, breakfast packages
- books, photocopying, bench fees and entertainment
- expenses related to private travel or to fellow travelers
- trip cancellation insurance, travel health insurance etc.
- extra or overweight luggage fees
- childcare expenses
- daily allowances ("Tagegelder")
- voluntary climate taxes
- scientific or academic memberships

## REQUIRED INFORMATION AND DOCUMENTS

- **Reimbursement form** [Application for the reimbursement of travel expenses](#)
- All **original receipts** for the expenses you wish to claim (tickets, hotel bills etc.).
- **Proofs of payment** of the expenses 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.

In order to ensure that we safely receive all of your receipts, we would ask you to glue or tape all small receipts (**smaller than a DINA4 page**) to a DINA4-sized piece of paper. If the space allows, please feel free to attach several small receipts to each piece of paper. DINA4-sized receipts, of course, do not need to be glued or taped.

For any invoices and receipts that are **not in either English or German**, please also provide the relevant translation.

## ADVANCE PAYMENT

If you received an advance payment of your expenses, we will reimburse your remaining actual expenses up to a maximum of 20% of the total amount of the grant. If your actual total expenses came to **less** than the advance payment, you must **reimburse the difference** to the Graduate Academy.

## DEADLINE

Please submit the reimbursement form and all necessary receipts to the Graduate Academy **no later than one month after the trip has taken place**. If you received an **advance payment** and if you do not submit all of the necessary documents to the Graduate Academy at the latest one month after completing your trip or if you do not carry out your trip, you will be required to **repay the advance payment** to the Graduate Academy **immediately**.

## INFORMATION ABOUT EMPLOYMENT AT HEIDELBERG UNIVERSITY

Legal obligations with regard to taxation and social security make it necessary for Heidelberg University to collect this information in order to make payments to third parties. The information that you provide will have no effect on the amount of your grant.

You must provide the LBV personnel number of a relative as determined by §15 of the "Abgabenordnung" (see below) who is an employee of the university. If you have more than one relative who is an employee of Heidelberg University, you must provide the LBV personnel number of only one of these relatives. To determine which relative, please use the ranking as provided by §15 of the "Abgabenordnung" below.

**List of relatives according to § 15 “Abgabenordnung”:**

(1) Relatives are:

1. a fiancé(e)
2. a spouse or civil partner
3. parents, children, grandparents, grandchildren and in-laws
4. siblings,
5. children of siblings,
6. spouses or civil partners of siblings and siblings of spouses and civil partners
7. siblings of parents
8. people with whom you have a long-term relationship involving care-giving and with whom you live in the same household (e.g. foster parents and foster children).

(2) The people listed in paragraph 1 are considered to be relatives even if, in cases 2, 3 and 6, the marriage or civil partnership that was the basis of the relationship has ended.

CONTACT

**Please submit the original documents either in person or by postal mail to the Graduate Academy:**

Graduate Academy Heidelberg University  
heiDOCS program  
Im Neuenheimer Feld 370  
69120 Heidelberg

**If you have any questions please contact the team of the Graduate Academy:**

Email: [ga-docs@uni-heidelberg.de](mailto:ga-docs@uni-heidelberg.de)