



GRADUIERTEN-
AKADEMIE



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

heiDOCS Travel Grant
Instructions on submitting the „REISEKOSTEN-ABRECHNUNG“
for doctoral candidates with 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.

Important! The specifications for the payment of the heiDOCS travel grants will vary somewhat from those of the travel reimbursement section of the personnel department.

This applies to:

- expenses that can and cannot be reimbursed (e.g. **no payment of daily allowances**)
- the deadline for the submission of documents (i.e. **one month** after conclusion of the trip)
- the office to which the documents for the reimbursement of travel expenses must be submitted (**Heidelberg University Graduate Academy**)

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 (2nd 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:

- daily allowances ("Tagegelder")
- meals, i.e. conference dinners, breakfast packages
- books, photocopying, bench fees and entertainment
- expenses related to private travel or to fellow travelers

** 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.*

- trip cancellation insurance, travel health insurance etc.
- extra or overweight luggage fees
- childcare expenses
- voluntary climate taxes
- scientific or academic memberships

REQUIRED INFORMATION AND DOCUMENTS

- **Reimbursement form “Abrechnung von Dienstreisen”**
which is available on the website of the personnel department: https://www.uni-heidelberg.de/einrichtungen/verwaltung/personal/formulare_personal.html#dienstreisen
(category: **Dienstreisen**; PDF document: „Abrechnung von Dienstreisen“).
Please note: You must fill out and submit the German version of this document for your application. Please refer to the [“Sample Reisekosten-Abrechnung” for assistance](#).
- 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.

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**.

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