



GRADUIERTEN-
AKADEMIE



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

heiDOCS Travel Grant

Instructions on submitting the „ANTRAG AUF REISEKOSTENVORSCHUSS“ 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/md/zuv/personal/formulare/2023-09-15_antrag_reisekostenvorschuss.pdf
2. Please download the form on your computer first and then fill the form out and save it again. Please do not fill the form out in your browser.
3. Please **DO NOT** fill out the following fields (these fields will be filled out by the Graduate Academy):
 - The field „UHD“ in section 1 „Angaben des/der Beschäftigten“
 - All fields in section 2 „Einrichtung/Institut“
4. Please print out the form and sign it at the bottom.
5. Please be sure to note the following:
 - If you are applying for an advance payment of 1000 Euro or more, you must submit a detailed list of expenses with the application.
 - The final application for reimbursement of travel expenses (Reisekosten-Abrechnung), for which this advance payment is granted, must be submitted to the Graduate Academy within one month after the end of your trip.
6. Please submit the original form, filled out and signed, **by postal mail or in person** 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:
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.*