

Travel Claims Leaflet

Claiming Travel Expenses for Conferences and Research Trips

Important information

Who can claim?

Any doctoral student who is an official member of the GCSC as well as the GCSC postdoctoral fellows are entitled to claim travel expenses for conferences and research trips. Please note that you must have been *a member of the GCSC for more than three months* when applying for travel funding.

When to apply?

Please make applications for support as early as possible before the start of your trip. Claims made less than **four** weeks before departure cannot be considered. Apply at least three months before departure if you are to be away for more than a week or if the sum you are applying for exceeds the amount of 1000,- Euro. If your trip will last more than three weeks, we recommend that you apply for support at least six months beforehand.

For research trips of more than 30 days, one lump sum will be allowed which you can spend at your own discretion. The reimbursements granted by the GCSC are identical to those allowed by the DFG (Deutsche Forschungsgemeinschaft). As to a detailed chart and examples, please see <http://www.dfg.de/forschungsfoerderung/nachwuchsfoerderung/stipendien/auslandspauschalen.html>

For research trips of less than 30 days, it is expected that you prepare your trip carefully and research all expected costs thoroughly in advance. The GCSC will not cover costs that are claimed during, or after, your research trip.

Please choose the most economical option for your transportation and accommodation. It is necessary that you research thoroughly, using several different research tools (such as opodo.de, expedia.de, hrs.de, booking.com, flug.de, swoodo.com, travel agencies). There is no claim to a non-stop flight or first class transportation. The same applies for travelling by train. Please book your ticket well in advance or buy a *Bahncard* which will save up to 50% of the ticket price. Please use your *Semesterticket* within the RMV area.

Furthermore, the purpose of the trip must be proportionate to the expenses.

Please list in your claim all carriers and modes of transportation (e.g. airline) you are using, and give the name and address of your hotel.

Receipts must be provided for all claims. All reimbursements made will be determined under the state of Hesse's Travel Expense Act (Hessisches Reisekostengesetz).

You will be required to provide an account of your travel for both longer trips and trips of less than 30 days. The length of your report depends on the length and subject of your trip. The report must be handed in four weeks upon your return.

What costs are covered?

- transportation costs – the most economical option
- over-night stays (for stays of more than a month, one lump sum) – the most economical option, in reasonable distance from the venue
- conference fees (without catering costs)
- photocopying costs for archive research (in some cases)

What costs are NOT covered?

- Health insurance and other insurances as well as vaccinations. Please make sure that your health insurance covers any necessary treatment abroad.
- Meals, including breakfast and conference dinners. Please make sure that they are not included in your claim.
- Communication costs such as Internet or mobile phone fees
- Books, magazines, cameras or any other research material
- Reservation fees for train or plane seats
- Payment fees, e.g. for credit cards

To receive support in attending a conference, you must either be presenting a paper or be involved in organizing the event (exceptions can be negotiated).

Criteria for support:

The GCSC's Executive Board examines each application with care and makes its decision with reference to the following criteria, in accordance with the goals declared in our application for 'Excellence' status. The criteria for support include

- **relevance of the event or travel to your research project**
- goal of furthering doctorate and post-doctorate students' skills in presenting and publishing papers
- goal of establishing a national and international network around the research project
- interdisciplinarity (where applicable)
- academic excellence

Usually, the GCSC will cover the costs for up to three conference or research trips.

The aims of the trip must, in any case, be proportionate to the expenses.

For research trips involving higher expenses please also consider seeking support by third-party sources such as foundations, libraries, or host institutions.

The timing of the event or travel should, wherever possible, not interfere with important events or phases of the research project. For example, travels and conferences within the last weeks of membership (i.e. when the actual writing and editing of the dissertation should take place) will not normally be funded by the GCSC (again, exceptions can be negotiated).

How to apply?

To apply for reimbursement of your travel expenses, please submit the following documents to the Executive Board of the GCSC:

- travel claim online form (including the sum applied for, clearly itemised as ticket costs, expenses for accommodation etc.)

- a detailed description of the purpose of your research/conference trip, stating its connection and relevance to your research project
- If you are attending a conference, please submit a conference programme and your abstract.
- If you are planning a longer stay (to work in archives, for instance), please submit a detailed account of your aims in the context of your research project as well as a detailed timetable.