



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

Department 4 – Research Management and Funding
Section 43 – Early Career Research Support
Staff code: 432.1
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Eingang der Bewerbung:

Amtliche Vermerke:

Application for a subsidy for:

Domestic travel

Travel abroad¹

Last Name:		First Name:	
Address:			
Bank:	IBAN:	BIC:	
My approved scholarship or stipend runs from:		to:	

Start of Trip:	Duration of Trip:
Travel Destination (city, country):	

Estimated travel and subsistence expenses:

<input type="checkbox"/> Second class round trip train ticket	EUR
<input type="checkbox"/> Round trip airline ticket	EUR
<input type="checkbox"/> Accommodation Costs ²	EUR
<input type="checkbox"/> Conference Fee	EUR
<input type="checkbox"/> Additional Costs (e.g. local transport)	EUR
Sum of requested expenses:	EUR

The following must be included as an attachment:

- justification or explanation of the proposed travel and its significance for working on the dissertation topic
- brief statement by the academic advisor
- Original vouchers for travel expenses, accommodation costs and conference fees. For flights it has to be the original of the boarding card. For journeys by train the ticket with the print of the controlling personnel.

In the event that a travel subsidy is granted based on this application, I agree to submit a written financial statement with documentation **within one month of my return**.

As a rule, travel expenses may only be reimbursed after documentation has been submitted. In cases of need, an advance may be granted on a case-by-case basis.

Place, date

Signature

¹ For trips abroad of thirty days or more, you can apply for an additional subsidy from the DAAD (German Academic Exchange Service).

² For accommodation a maximum of four nights at EUR 40 per night can be reimbursed.