



UNIVERSITÄT LEIPZIG

Graduate Academy
Leipzig

Application for travel allowance for members of the Graduate Academy Leipzig

We only subsidize trips of doctoral researchers to international conferences where they give a presentation or present a poster (first authorship).

Application is exclusively to individuals whose membership in the Graduate Academy has been confirmed.

As a matter of principle, we only award grants for travel and do not provide full funding. This means that we cover 50 percent of the total costs, up to a maximum of 500 euros for trips within Europe and 800 euros for trips outside Europe. We pay the travel grants retroactively after you have submitted all receipts.

Please check with your supervisor before you travel to find out whether you need to submit a travel form (Dienstreiseantrag) to your faculty or institute.

Applicant

Surname:

First name:

Membership number:

Financing the doctorate

Research assistant

(Wissenschaftliche:r Mitarbeiter:in)

Scholarship

Funding provider:

Other financing

Please specify:

Member of a structured doctoral programme

Yes

In (Research Training Group, Graduate School, IMPRS etc.):

No

Travel Details

Travel period:

Destination country and city:

Name of the conference:

Date of the conference:



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Active contribution as first author in the form of a:

Poster

Presentation

Estimated costs

Travel expenses:

Conference fees:

Accommodation cost:

Other, please specify:

Total Costs:

Note: The Graduate Academy cannot cover meal costs or daily allowance (Tagegeld).

Previous and other fundings

I have already received a travel allowance from the Graduate Academy Leipzig.

No

Yes

on (date):

in the amount of:

I have submitted an application for funding for the conference trip to the German Academic Exchange Service (DAAD).

Yes Please enclose application.

No

Reason:

Funds are available to me from the employer or scholarship provider or other parties involved.

Yes Please attach application or proof

in the amount of:

No

Reason:



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Attachments

Abstract of the contribution

Confirmation of the accepted contribution

Copies of the application for further funding of the requested conference trip

I hereby apply for a travel allowance from the Graduate Academy Leipzig in accordance with the current regulations and confirm that the information I have provided is correct.

Place, Date, Applicant Signature

In addition, as supervisor, I confirm that only the above-mentioned or no financial resources are available for conference travel within the scope of this doctorate, neither at the institute nor through third-party funds.

Place, Date, Supervisor Signature