

## A) Travel Permit *or* B) Research Expenses Claim Form

Please submit the completed form in person four weeks before the date of travel at the CITEC Office, Inspiration 1, 33619 Bielefeld to CITEC Administration Majatta Jerke (room 0.220, phone: 6565)

### Personal data

Name:

Address:

Email:

Research Group:

Supervisor:

Member of the Graduate School since:

**Please notice:** All applications have to be submitted four weeks before the date of travel or purchase. Back-dated requests can not be made. Please add copies of all relevant documents!

A) Please attach relevant details as the conference programme to your application to prove your **active participation** (paper or poster presentation).

*or* B) Add a statement of reasons in case of research expenses request for materials, money for test subjects, student support staff etc.

### Calculation of Costs in EURO

A) Event's name, date and place:

*or* B) Object description and statement of reasons:

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**Calculation of costs for**

Aire faire:

Train ticket:

Public transport:

Accommodation:

Conference fee, or Other\*:

**Total:**

\*please specify:

### Overview of Previous Funding Through CITEC Graduate School

Please declare which financial funding you have already received from CITEC Graduate School since November 2017.

Amount in EURO:

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### Advice of the Supervisor

In case of the supervisor's absence the advice may be sent directly by email to [gradschool@cit-ec.uni-bielefeld.de](mailto:gradschool@cit-ec.uni-bielefeld.de)

Name of Supervisor:

I approve the above mentioned travel, or rather research costs. It is expedient and beneficial to the dissertation project.

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(Date and signature of the supervisor)

### Information Concerning the Refund

The refund of research costs

The refund of travel costs is carried out according to the federal law for the reimbursement of travel expenses (Landesreisekostengesetz, LRKG). The travel expenses claim form must be handed in within six months after your return. Only second class train journeys are accounted. Please make sure to apply for travel reimbursement as soon as possible after returning home, in order to be sure to proceed the reimbursement well before the end of funding in December 2018.

**Declaration:** I hereby declare that I don't receive any other financial aid for this trip than the one I request from CITEC Graduate School.

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(Date and signature of the applicant)

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<b>Travel Permission</b>
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— *To be filled in by CITEC* —

The CITEC office has decided to reimburse you for your travel with the amount of max. \_\_\_\_\_ EURO, if the required bills are handed in.

For CITEC

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(Date and signature of CITEC Administration)

**The expenses are paid from PSP-Element: D-4090-0300-2903-0004**