Application for a

**Travel Allowance**

Committee for Research and Junior Academics

Paderborn University

**(Application to submit to the faculty)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant  Text | Position/Title/ Pay Scale/Salary Group  Text | | | Phone no. (UPB-internal)  Text | | Faculty  Text | |
| Permanent position  Temporary position | AO no.  Text | | | Application dated  Text | | Financial year  Text | |
| Destination/Name of event  Text | | | | | | | |
| City  Text |  | | | Start of event (date)  Text | | End of event (date)  Text | |
| Departure:  (date/time)  Text | Start of business event:  (date/time)  Text | | | Expected return:  (date/time)  Text | | | |
| **Application criterion for the conference trip**  **(specified by dean):** | | | **Presentation**  **Information** | | **Poster**  **Head of section** | |  |
| **Application criterion for the research trip**  **(specified by dean):** | |  | **Cooperation**  **Other** | | **Source research** | | |

**Please observe the funding guidelines published by the Committee for Research and Junior Academics (FK), available at:** <https://www.uni-paderborn.de/forschung/fk/>.

**Travel expenses:**

Conference fees Text EUR

Transportation costs Text EUR

Childcare expenses Text EUR

Text x daily allowance at Text EUR = Text EUR

Text x overnight accommodation rate at Text EUR = Text EUR

**EUR Total cost** Text **EUR**

Have you already applied for any travel allowances this financial year from the funds of the Committee for Research and Junior Academics?

No  Yes, total amount requested/approved Text EUR

**Enclosures**

Verification of the necessity of the trip  Information on subsidies received from external parties

Copy of invitation or conference programme  Written info. on costs of fares, if applicable

Proof of the acceptance of the presentation  (see Funding Guidelines)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant Signature of immediate supervisor