Application for a

**Travel Allowance**

Committee for Research and Junior Academics

Paderborn University

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

|  |  |  |  |
| --- | --- | --- | --- |
| ApplicantText | Position/Title/ Pay Scale/Salary GroupText | Phone no. (UPB-internal)Text | FacultyText |
| Permanent position [ ] Temporary position [ ]  | AO no.Text | Application datedText | Financial yearText |
| Destination/Name of eventText |
| CityText |  | 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)

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Signature of applicant Signature of immediate supervisor