



## Application form - Travel program

With this document you apply for central funding of business trips. The actual trip needs to be approved by your supervisor. If you are an university employee, please hand in this application together with the completed work-related travel request form. You may use the work-related travel request form to ask for an advance payment on your expenses.

- Applicant

(Name):

- Affiliation

(Subproject within CUI: Advanced Imaging of Matter):

- If PhD or Post-Doc:

(Please provide name of supervisor)

- Purpose of the business trip (e.g. conference, workshop, collaborative visit, etc.):

(Please also provide name of conference, workshop, name and institution of collaboration partner etc. **and attach a copy of the program, website or other information.**)

- Travel destination:

- Dates from: to:

### Estimated costs

Travel costs:

Accommodation:

Conference fees:

Other expenses:

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**Total:**

Please note: The actual reimbursement of costs is subject to regulations. Information is also provided on the internet at:

<https://www.kus.uni-hamburg.de/en/themen/dienstreisen.html>



**Most important issues are:**

- Flights can only be reimbursed in economy class fare, travel by train only in second-class fare.
- Refundable accommodation costs are limited to different maximum values for different countries. Please consult the information provided in the link above (*see legal framework, table ARVVwV*).
- A business trip can be combined with a holiday at the travel destination of at most five working days. **Please note:** Travel costs cannot be reimbursed, if you take longer holidays.

Please provide justification and motivation for the business trip in relation to your research in the cluster (5-10 sentences):

*(When attending a conference, workshop etc., please provide information whether or not, and how, you will present your work, e. g. by talk or poster).*

Hamburg,

Please fill in this form digitally and send it to [finances.cui@uni-hamburg.de](mailto:finances.cui@uni-hamburg.de)