

Guidelines for travel grants within the SPP programme

Before the trip

1. Apply for financial support within the SPP program by sending an application including the reference to your project, a confirmation letter of the meeting organizer, a summary of the costs and your CV as single pdf-file to jung@lmu.de.

Please apply for these grants at least 2 months before the planned trip.

Only those business trips which were first applied for and approved can subsequently be reimbursed.

Please note that only 2nd class train tickets will be reimbursed. Flights will be accepted only if they are cheaper than travelling via train, or if a train journey is not possible. Reimbursement of costs for private cars is not possible.

2. Fill out the forms for travel allowance **at your university**. This ensures that the trip is covered by insurance).

After the trip

1. After completion of a trip, reimbursement is only possible if **all original receipts, a copy of the trip approval**, and a short cost summary are sent in. Reimbursement without original receipts is not possible. When submitting online payments, please submit proof of payment, for example, the credit card summary or a bank account statement. All records must be sent to the programme coordinator (Prof. Dr. Kirsten Jung) within five months after completing the trip. All receipts must be organized, for example by pasting them onto an A4 sheet of paper. Individual, smaller receipts will not be accepted. **The person submitting her expenses must ensure that a third party can understand and reconstruct the records.**

The following business trip expenses can be reimbursed:

- travel costs as described above;
- registration costs for a congress or a similar event;
- hotel costs (please note that the daily maximum, according to the general administrative rules, for German cities smaller than 300,000 inhabitants is 60€, and for cities larger than this is 90€ per night per room; if the nightly hotel costs exceed these limits and the applicant was unable to book a less expensive room (for example during trade fairs and similar) it is possible that higher costs might be reimbursed);
- costs for visas and required immunisations.

The following costs are not covered:

- food and drink of any kind;
- daily flat rates;
- tips and gifts
- travel costs with private car
- travel insurance of any kind (including baggage insurance, trip cancellation insurance, etc.);
- costs due to losses on currency exchange rates;
- costs for credit card payments or bank transfer costs.