Information on the reimbursement of entertainment allowances for catering within the funding program great!ipid4all of the Graduate Academy

1. In General

Entertainment allowances for catering are one position in your Letter of Award if you applied for a workshop or joint meeting at TU Dresden within the great!ipid4all program. Those costs can be reimbursed by Graduate Academy.

2. Amount of Funding

The reimbursable entertainment allowances for catering at workshops and joint meetings at TU Dresden amount up to

- max. EUR 30.68 per day and per guest scientist from the working group abroad
- for max. 4 guests and
- for max. 5 days

3. Grant and Supporting Documents

Entertainment allowances can be reimbursed on the basis of the following documents:

- catering invoice (e.g., Studentenwerk Dresden*)
- meal voucher from the Studentenwerk Dresden* (EUR 8.50 /voucher – max. 3 voucher per guest/day can be calculated – remaining sum per day/guest of EUR 5.18 can be spend by buying further food/drinks, please see purchase receipts)
- restaurant bill**
- purchase receipts ** (e.g., super market), e.g., for fruits, biscuits, drinks and further food
- not eligible for aid are expenses for alcoholic drinks

Important: It is mandatory to hand in a participation list signed by all involved guest scientists. Besides this, please submit also the original receipts/invoices of the expenses to the Graduate Academy.

* Invoices of the Studentenwerk Dresden can be paid by Graduate Academy directly but only if the invoice does not exceed the maximum costs for entertainment allowances.

** For the reimbursement of any other expenses, which incurred during the workshop/meeting, please use the form Auslagen (Erstattung) (available in German only, Formular D1.1/57, download of the form also available on the program website) and add the original receipts and the signed participation list (signed by all involved guest scientists!) to it. After
submission to the Graduate Academy the expenses will be reimbursed in accordance with the funding regulation.

Please send all original receipts to TU Dresden, Graduate Academy, Funding program great!ipid4all, Mommsenstraße 7, 01069 Dresden.

If you have any questions please do not hesitate to contact the program coordinator Bettina Beer by email (graduiertenakademie@tu-dresden.de) or phone (+49 (0)351-463-42240).

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