Information for Awardees within the *great!ipid4all* program of the Graduate Academy

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Please read the following explanations for the application/billing of travels carefully. Should questions come up, please do not hesitate to contact the Graduate Academy.

1. General Information

**Duration of travels:** Please try to meet the approved times of your stays, like stated in your great!ipid4all application. If there should be any changes in your travel plans, please inform us in time. Please note, that research stays have to last at least 14 days (internships: one month) up to a maximum of three months. If the stays might last longer, the lump sums will be paid only for the eligible time period.

**Travel cancellation insurance:** We recommend taking out travel cancellation insurance, as the DAAD is paying only for executed travels. That means, if due to illness a pre-paid flight might not be taken, the costs cannot be settled by the DAAD or the Graduate Academy. If the costs have been already paid as an advanced payment, we are obliged to reclaim the amount from you.

**Travels at the end/beginning of the year for participants of TUD:** Please be aware that for travels, taking place at the end of the year (November / December), either an advanced payment has to be applied before departure (will be paid out 100%) or the settlement has to be done until December 10th at the latest, otherwise the DAAD funds for the year may not be paid on time. If your travel takes place in January / February, an advanced payment will be possible earliest on January 2nd but not earlier than four weeks before your departure.

**Business entertainment for workshops and meetings at TU Dresden:** We are paying business entertainment allowances of max. EUR 30,68 per person (only for a maximum of four members of the working group abroad) for a maximum of 5 days. Based on a bill for catering and a signed participation list of the whole workshop we are allowed to take over a part of it. You can find more information on our website. Please do not hesitate to contact us if you require any further information or assistance.

**Cases of crisis / Travel warnings**
The DAAD states to check if there is a travel warning from the Foreign Office during the funding period for the respective country or region of the country. If the travel warning is declared during the stay, it is possible that the funding may not further be funded. Please contact the Graduate Academy before, in case a travel warning was stated for your destination ([http://www.auswaertiges-amt.de/DE/Laenderinformationen/01-Reisewarnungen-Liste_node.html](http://www.auswaertiges-amt.de/DE/Laenderinformationen/01-Reisewarnungen-Liste_node.html)).

2. Information for Awardees of the TU Dresden

**Payment of the allowances for the members of the working group of the TU Dresden:**
When applying for and settlement of a (business) trip it first needs to distinguish between "employees of the TU Dresden" and "third party".

Employees of the TU Dresden: This includes all doctoral and postdoctoral candidates who are holding an active employment with the TU Dresden at the time of the travel trip. Employees of the TU Dresden that are on leave during the funding period, are considered as "third party". In addition, research assistants (WHKs) are also considered as "third party".
Employees of the TU Dresden can tick on the travel application form:

- **Business trip (Dienstreise)**, if travel costs that exceed the maximum funding amount of the Graduate Academy are paid e.g. by the awardee’s institute/professorship. In this case, travel expenses will be reimbursed through a mixed financing (by indicating the cost unit of the GA and the cost unit of another institute/professorship). For more details please click [here](#).

- **Education/training trip (Aus- und Fortbildungsreise)**, if travel costs that exceed the maximum funding amount of the Graduate Academy are not paid e.g. by the awardee’s institute/professorship but are born by the awardee himself/herself (e.g. coverage by personal funds). For more information please click [here](#).

Third party: Students/research assistants (SHKs/WHKs), honorary professors, associate lecturers, students, scholars, diplomats and persons who are not employed by the TU Dresden are considered as "third party", in case this group of people performs trips which are in the predominant interest of the Free State of Saxony and/or the interest of the TU Dresden. Should you fall under the "third party" category, please click [here](#) for further information.

→ *Forms and links for the travel application/reimbursement of travel expenses can be found on the great!appid4all website.*

**Please note the following information for the successful settlement of a travel request and the subsequent travel expenses:**

- Travels funded by the Graduate Academy have to always be approved and accounted by the Graduate Academy. Please do not forward settlements on your own through your department/professorship/academic facility to the department of "Travel Expenses" (Department 2).
- A travel application form has to be submitted two weeks before the start of the trip to the Graduate Academy for review and approval.
- An advanced payment under paragraph 18 of the travel application form may be requested based on the amount of the related DAAD lump sums. The advance payment has to be requested at least two weeks before the trip starts, but not earlier than four weeks before the start of the trip.
- The settlement of the travel expenses has to be signed and filled out completely in accordance with the actual itinerary and the incurred expenses. Your supervisor has to sign the settlement sheet of the travel expenses as "factually accurate" in the case given that additional costs may have incurred compared to the initially requested/calculated travel expenses. Please always contact the Graduate Academy in this matter.
- Travels where advanced payment has been granted have to be settled within two months after completion of the traveling but latest with the end of the calendar year in which the travel took place.

Traveling PhD students and postdocs in the program great!appid4all have to pay their expenses by themselves in advance (if they have not requested an advance payment with the travel application form). The reimbursement of those expenses will be settled in accordance with the related DAAD lump sums after the travel. Therefore they have to submit to the Graduate Academy the reimbursement form and the boarding or railway tickets. **It is not possible to**
book flights etc. via the travel agency of the TU Dresden FCm Travel Solutions, because the settlement will be processed in accordance with the DAAD lump sums.

### 3. Information for Professors of the TU Dresden

Bookings and invoicing through the TU Dresden is only allowed for traveling professors of the TU Dresden (but not mandatory):

- **Booking of flight and rail tickets, rental cars and hotels:** In preparation of travel trips, bookings for rail and flight tickets and rental cars abroad have to be basically operated through the travel services of TU Dresden: The travel agency FCm Travel Solutions (dresden@de.fcm.travel). (Booking form please see above) Please note that for bookings through FCm Travel Solutions the signed (by the Graduate Academy) travel application form has to be submitted as copy/scan. Without a signed and approved travel application form FCm Travel Solutions does not arrange any bookings.
- **Booking of rental cars for use within Germany and/or Europe:** EUROPCAR (bookable through Department 4, Group Transportation and Traffic, Mrs. Rauschenbach). Should you book with a different provider, comparative offers (Vergleichsangebote) have to be handed in with the settlement of the travel expenses.
- **Hotels:** Use of the free HRS Business Portal (Hotel Reservation Service)

Only invoices of FCm Travel Solutions and EUROPCAR can be authorized directly by TU Dresden for payment. All other necessary travel expenses have to be covered by the travelers in advance. **Please note that this effects only professors of the TU Dresden,** because their travels will be settled in accordance with the SächsRKG. Traveling PhD students and postdocs in the program great!ipid4all have to pay the expenses by themselves in advance. The reimbursement of those expenses will be settled in accordance with the related DAAD lump sums.

### 4. Information for Awardees of the working group abroad

The payment of the allowances will be authorized through the Graduate Academy via a guest agreement. This agreement will be done with approving the grant. The awardees will receive the funding in the approved amount related to the DAAD lump sum rates in cash or transferred to their bank account.

For setting up the guest agreements we do need at least one month. So please inform us immediately about any changes in your time schedule/planned travel dates, so e.g. a cash payment is feasible.

Please note, that cash payments have to be announced at least one week before picking up the money at the cashier.

*Please announce the money collection always by email to kasse@tu-dresden.de*

*Opening hours of the cashier: Tuesday to Thursday 9:30 - 11:30 a.m. (closed on Monday and Friday)*

### 5. Information on VISA regulations and entry requirements

The awardees are encouraged to inform themselves early about the respective visa requirements. Expenses for visas can be overtaken by the Graduate Academy / DAAD only for professors of the TU Dresden.
We recommend reading the website of the Foreign Ministry or the respective embassy regarding visa regulations for the participating members of the working group abroad.

6. Final Report

After expiration of the project funded by the Graduate Academy a final report has to be submitted to the Graduate Academy by the applying professors as well as by the involved young researchers, who traveled. Please mind that these are two several forms. Both forms are also available online on our website at “information for awardees”.

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