Information for Awardees of the Funding Program *Travel Awards* 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 Letter of Award. If there should be any changes in your travel plans, please inform us in time. Please note, that an active participation will be funded only. It is not possible to transfer to funding to another event in case the approved conference/event has been cancelled or you cannot participate due to illness.

**Travel cancellation insurance:** We recommend taking out travel cancellation insurance.

### 2. Information on the disbursement of the travel grant

The travel grant of the Graduate Academy will not be paid as an allowance, but is operated under the Terms and Conditions of the Saxon Regulations of Travel Expenses (SächsRKG) and the travel expense policy of the TU Dresden. First of all, a travel application form has to be filled out, afterwards the settlement/reimbursement of the travel expenses has to be claimed.

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 of EUR 1,500.00 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 of EUR 1,500.00 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.
3. Forms and links for the travel application/reimbursement of travel expenses

- **Official application form for trips** (in German only; for your information, please find enclosed the unofficial translation - please do not use this form)
- **Official settlement/reimbursement form for travel expenses** (in German only; for your information, please find enclosed the unofficial translation - please do not use this form)
- **Business trips and education/training trips** - Please click "D" and "Dienstreise" to find further information on travel trips and the reimbursement of travel expenses (available in German only)
- **Reservation form of the travel agency FCm Travel Solutions** (in German only; for your information, please find enclosed the unofficial translation - please do not use this form)
- **Website of the working group "Travel Expenses"** of Department 2, SG 2.2, Group 2.2.1 - For further information on the administrative handling of travels and travel expenses at the TU Dresden (in German only)

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 on the expected travel expenses. 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. Already made payments, such as airfares, can be refunded to 100% in advance given appropriate proof (e.g. invoice, evidence of payment). Calculated travel costs may be allowed on down payment up to 80%.
- 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 (e.g. for flight/rail tickets) have to be settled within two months after completion of the traveling.
- The entitlement to reimbursement of travel expenses expires if the reimbursement is not claimed in a written form within six months from the day following the completion of the trip.

4. Bookings and invoicing through the TU Dresden

- **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. In order to minimize the financial burden of the awardees occurring through advanced payment the Graduate Academy highly recommends to book rail and flight tickets through FCm Travel Solutions as the invoices will be directly sent to the Graduate Academy for payment.

**Invoicing**

For all bookings in the context of a travel trip, please use the following invoice address:

Technische Universität, Zentraler Rechnungseingang, Cost unit (please check with the Graduate Academy), Graduiertenakademie, 01062 Dresden.

Please note: Should the breakfast costs not be included in the hotel invoice but shown on a separate invoice, please indicate as invoice address Technische Universität Dresden and not our private address; otherwise your breakfast expenses might not be reimbursed (and you might receive the daily allowance of 4,80 EUR only).

**Booking on the internet**

Should awardees book a train/flight/accommodation directly on the internet the most favorable offer has to be chosen. In addition, please always submit up to three comparative offers to the Graduate Academy with the request for reimbursement of the travel expenses.

5. **Information on the final report**

After expiration of the event funded by the Graduate Academy a final participation report (max. five pages) has to be submitted to the Graduate Academy. For more information, please consult our [general guidelines on writing a participation report](#).

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