



Information for Awardees of the Funding Program Travel Grants for Short-Term Research Stays and Summer/Winter Schools Abroad 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 research stays have to last at least 14 days up to a maximum of three months. Travel expenses can only be reimbursed for the maximum of the eligible funding period.

Travel cancellation insurance: We recommend taking out a travel cancellation insurance. Costs incurred hereby cannot be borne by the Graduate Academy.

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 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 not paid e.g. by the awardee's institute/professorship but are borne by the awardee himself/herself (e.g. coverage by personal funds). For more information, please click [here](#).
- **For your information:** For employees of the TU Dresden, the reimbursement of expenses for meals is made according to the *Sächsisches Reisekostengesetz* and *Sächsische Auslandsreisekostenverordnung* (Saxon regulations for travel and subsistence expenses of travel activities within Germany and/or abroad) will be paid as a lump-sum daily allowance.

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.

For information: For individuals considered "third party" the reimbursement of expenses for meals is made in accordance with the *Sächsische Reisekostengesetz* (Saxon regulations for travel and subsistence expenses of travel activities) **on the basis of original receipts** of the expenses for meals/food. The lump-sum daily allowance therefore does not apply to "third party".

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 [inofficial translation](#) - please do not use this form)
- [Official settlement/reimbursement form for travel expenses](#) (in German only; for your information, please find enclosed the [inofficial 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 DER Business Travel](#) (in German only; for your information, please find enclosed the [inofficial translation](#) - please do not use this form)
- [Website of the team "Travel Expenses" of Directorate 2, SG 2.4, Team 2.4.1](#) (TU Dresden internal website) - 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" (Directorate 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 number 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.
- The settlement of the travel expenses including all relevant accounting documents must be submitted to the Graduate Academy **no later than two weeks after the end of the travel trip**.

4. Bookings and invoicing

- **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 can be basically operated through the travel services of TU Dresden: The travel agency DER Business Travel

(bt.dresden@der.com; booking form please see above). Please note that for bookings through DER Business Travel the signed (by the Graduate Academy) travel application form has to be submitted as copy/scan. Without a signed and approved travel application form DER Business Travel does not arrange any bookings.

- **Booking of rental cars for use within Germany:** EUROPCAR (bookable through Directorate 4, Property Management, Technology and Security, 4.4. Group Transport and Traffic). 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). For further information on cooperations between TU Dresden and other providers, please contact Directorate 2, SG 2.4, Team 2.4.1.

Only invoices of DER Business Travel 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 DER Business Travel 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 your private address; otherwise your breakfast expenses might not be reimbursed (and you might receive the daily allowance of EUR 4.80 only).

Important information: Invoicing of the participation fees for summer/winter schools

Please note that the invoice for the participation fees issued by an organizer from an EU country must include the UStID of the TU Dresden (DE188369991) as well as the organizers UStID. However, if an organizer from a non-EU country invoices the participation fees, the invoice must not include the TU Dresden VAT ID (corresponds to a net invoice).

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. Final report

After expiration of the event funded by the Graduate Academy a final report has to be submitted to the Graduate Academy. You can download the final report as a download form on our website under "Information for Awardees" or [here](#).

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