

# 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

**General Information:** Please let us know of any changes to your travel dates well in advance. Please note that you will only receive funding for active participation in the event you have applied for and been approved for. If the event is cancelled or you are unable to attend due to illness, it is not possible to transfer the grant to another event.

**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 are 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](#).

**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 and the reimbursement of participating in a digital event

- [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](#) - here you can find further forms concerning (official) travel/travel expenses.
- [Reservation form of the travel agency AMEX GBT](#) (in German only; for your information)
- [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 must always be approved and accounted for through the Graduate Academy and submitted to the Graduate Academy **no later than two weeks after the end of the trip**. In the case of **retroactive funding**, please submit the required documents to the Graduate Academy **promptly after receipt of the Letter of Award**.
- In the case of mixed funding, in order to simplify the administrative processes **in coordination** with the institute/professorship/academic institution and the Graduate Academy, a complete accounting via the institute/professorship/academic institution is also possible. In order to simplify administrative processes and in agreement with the institute/professorship/academy and the Graduate Academy, it is also possible to settle the entire account via the institute/professorship/academy. It is also possible to settle the entire account via the institute/professorship/academic institution with a proportional transfer to the Graduate Academy.
- Awardees are asked not to independently forward the travel expenses via their institute/professorship/academic institution to the travel cost center (Dezernat 2). If the travel expense claim is approved and settled directly through the Graduate Academy, the (service) travel request must generally be submitted to the Graduate Academy two weeks prior to the start of the trip for review and approval of the trip. Should it be a retroactive grant, this deadline has of course not to be observed.
- 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.

## Participation and billing of a virtual event:

If the approved event takes place in virtual form, the form [Antrag auf Erstattung von Auslagen für die Teilnahme an einer virtuellen Veranstaltung](#) (inofficial translation for your information – please do not use this form) must be submitted. Further information on the invoicing modalities can be found at: [www.tu-dresden.de/ga](http://www.tu-dresden.de/ga).

If you have not yet received any cash expenses in the past or if your bank account details have changed, please also use the form [Erstmeldung der Bankverbindung für Barauslagen](#) (inofficial translation for your information – please do not use this form), which is also linked on the program website.

## 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 can be operated through the travel services of TU Dresden, AMEX GBT, e-mail: [de.TeamB.travel@amexgbt.com](mailto:de.TeamB.travel@amexgbt.com). The respective application form can be found [here](#) (in German only).
- Please note that for bookings through AMEX GBT the signed (by the Graduate Academy) travel application form has to be submitted as copy/scan. Without a signed and approved travel application form, AMEX GBT 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.

### Invoicing

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

Technische Universität Dresden, 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.

### Important information: Invoicing of the participation fees for a conference

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).

## 5. Final report

After expiration of the event funded by the Graduate Academy a final report has to be submitted to the Graduate Academy. The final report can be found as a download form on the program's website or [here](#).

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