

## Funding „travel support“

All members of the CoTeSys Graduate Center can apply for a funding “travel support”.

Travel support funding start from November 1, 2013 until June 30, 2014. The amount for each member is restricted to **550,-€**. The sum can be split up for several trips.

### 1. This service includes:

Only members of the CoTeSys Graduate Center can apply for a travel support (official membership ends 3 months after the Rigorosum). The rules for applying for this type of funding are:

- The trip must support the aims of the CoTeSys Graduate Center and the TUM GS and can only be applied for by members.
- The money (550,-€) can be used to travel within Germany or abroad. Examples for funding are: Excursions, Summer Schools, fees for conference;  
You can use the money to increase your TUM GS budget for the international research phase provided by TUM GS (1.600,-€ max.) to an overall budget of 2150,-€. The amount can be split up and used for several trips.
- **Refundable expenses are as follows:** Flight costs (economy class only), as well as costs of travelling to and from airports. Hotel and rental costs (within reasonable limits), Cost of acquiring visa at consulate, university and in the relevant country, Conference fees;
- The Board of the CoTeSys GC will check the proposal and decided within a couple of days.

### 2. Procedure:

- Please fill in the form on page 2 and hand it in at least one month before you want to travel.
- The CGC will check the application. Furthermore, you need to hand the following documents:
- Your supervisor's confirmation that the trip is meaningful for proceeding with the doctoral project and related research work. This can also be covered by a Dienstreiseantrag.
- All original receipts for the de facto costs mentioned above are to be submitted. Conference fees can be reimbursed before the trip with the proof of being invited/ accepted. All other costs can only be reimbursed after the trip. The documents for the official trip are to be submitted (application for reimbursement, calculations of the travel expense office, original receipts). If you are not an employee of TUM please also submit a Dienstreiseantrag to the CGC.

### 3. Proposal travel support

Applicant:	
Institute/Chair:	
Project:	
Amount:	
Cost estimate: (Please add separate list if necessary)	
Short description of the aim of the project and reason for travel:	
(Where, when, how long, why)	

Date, Signature member (CoTeSys-CGC member)

\_\_\_\_\_

Proposal:

approved   
not approved

Amount: \_\_\_\_\_

\_\_\_\_\_  
Date/Signature CGC