

**COOPERATION DEVELOPMENT RESEARCH**

**Reimbursement of travel expenses**

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| Applicant’s name: |  |
| Applicant’s date of birth: |  |
| E-mail: |  |
| Home research institution: |  |
| Place of home research inst. (country/city): |  |
| Main project coordinator: |  |
| The applicant has been nominated by the main project coordinator for the specified duration of the research visit at the partner institution. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Place, date, and signature of the main project coordinator |

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| Project number: |  | |
| Duration of project: |  | |
| Place of visit (country/city): |  | |
| Research institution during the research stay: |  | |
| Arrival and departure: | from | to |
| Total duration of the research visit: | days: | months: |
| Purpose of the visit: |  | |

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| **BANK DETAILS** | |
| Name of the bank: |  |
| BIC: |  |
| IBAN: |  |
| Name of account holder: |  |
| Internal assignment number (university project accounts only): |  |
| Purpose (if required): |  |

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| **Please attach all receipts to one A4 sheet. For conversions into € please use** [**https://www1.oanda.com/lang/de/currency/**](https://www1.oanda.com/lang/de/currency/) **converter with the invoice date.** | | |
| Travel expenses\*: | € |  | |
| Accommodation and living costs\*: | € |  | |
| Visa fees: | € |  | |
| **Total:** | € |  | |
| \* eligible costs: please see the Grant Conditions. | |  | |
| **PLEASE NOTE:**  Reimbursement for travel expenses is only made, if all travel documents and proof of payment for the  specified research visit are provided in original. If necessary we return the original documents after they have been voided. Copies are only allowed for the proof of payment. These documents have to mention that the copies are identical to the originals. Only travel costs occurred to and from the partner institution are reimbursed.  Please be aware that all beneficiaries are responsible for possible tax payments themselves.  If the costs were pre-financed by an institution using a SAP system or similar and the original documents have to be kept by the institution, a SAP statement or similar plus copies of the travel documents have to be provided. The SAP statement has to be sealed by the institution.  Travel bv plane:   * Confirmation of booking in case of online booking or original invoice (from the travel agency, airline) * Copy of bank account or credit card statement indicating the respective costs/SAP statement or similar * All boarding passes (if digital please submit a screenshot)   Travel bv train/bus:   * All original tickets (outward and return) * Copy of bank account or credit card statement indicating the respective costs/SAP statement or similar * If paid in cash, please submit only the original tickets   Travel by car:   * Reimbursement of costs equivalent to the cheapest second class train/bus ticket (proof of ticket price required)   Travel expenses will only be reimbursed if a letter of confirmation for your visit (including the exact date, tasks fulfilled and signature of the project partner coordinator) is included.  **I have read all information regarding my travel expenses claim carefully and am enclosing all required documents confirming the factual correctness of the information provided by me with my signature.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place, date and signature of the applicant**  **PLEASE SUBMIT THIS FORM TO:**  OeAD - Austria´s Agency for Education and Internationalisation  Department for International Cooperation in Higher Education  Mobility Programmes, Bilateral and Multilateral Cooperation Ebendorferstraße 7, 1010 Wien  [kooperation-entwicklungsforschung@oead.at](mailto:kooperation-entwicklungsforschung@oead.at) | | |

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| **PLEASE DO NOT FILL IN!** |
| Budget: StipOnline: |
| The calculations have been checked for accuracy (OeAD-GmbH): |