Federal Ministry
Republic of Austria
Education, Science
and Research

OeAD

Reimbursement for travel expenses (Outgoing)

Funding Programme Taiwan-Austria

Project number in Austria:	
Duration of project:	

Applicant's name:	
Applicant's date of birth:	
Research institution in Austria:	
Address:	
E-mail:	
Austrian project coordinator:	
The applicant has been nominated by the Austrian project coordintator for the specified duration of the research visit at the partner institute.	_____ Place, date, and signature of the Austrian project leader

Place of visit:		
Research institution in the cooperation country:		
Arrival and departure:	from	to
Total duration of the research visit:	days:	months:
Purpose of the visit:		

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

Please attach all receipts to one A4 sheet. For conversions into € please use https://www1.oanda.com/lang/de/currency/ converter with the invoice date.

Travel expenses:	EUR
Grant Rate*	EUR
Visa fees:	EUR
Total:	EUR

* - Monthly grant rate: € 1.000,-- (max. 4 months)
- Short term stays: € 100,-- per day (up to a maximum of 10 days)
- Travel costs subsidy: maximum € 1.500,-- based on the submitted invoices

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 cooperation Institution are reimbursed.
Please be aware that all beneficiaries are responsible for possible tax payments themselves.

If the costs have been pre-financed by an institution which uses 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.

By 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)

By 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 (only the original tickets)

By car:
- Travel by private car will be reimbursement with the value of a second class train ticket (proof of ticket price required)

Travel expenses will only be reimbursed if a letter of confirmation for your visit (including the exact dates, tasks fulfilled and signature of the cooperation partner) 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/ International Cooperation in Higher Education
MPC/Förderprogramm Taiwan
Ebendorferstraße 7, 1010 Wien
taiwanprogramm@oead.at

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