

INFORMATION ABOUT REIMBURSEMENT – S&T PROJECTS (WTZ)

In the frame of S&T projects, all costs to be reimbursed are generally only refunded afterwards, i.e. materials and travel must first be pre-financed. The refund is then made either to an account at the university or to an account of the project participants. Please indicate accordingly in the refund application.

Please note that we only transfer to bank accounts in the SEPA area!

Travel expenses of outgoing researchers:

After completing a trip, please send us the [travel expenses form](#), a short confirmation from the partner institution with the exact dates of the stay, and the following original documents:

- air/train/bus tickets
- boarding passes
- public transport tickets
- payment confirmations (bank or credit card statement)

Please note that journeys of up to 7 hours are to be carried out by bus or train.

Reimbursement of journeys by private car is only possible in exceptional cases, e.g. if the use of public transport is either impossible or unreasonable. We ask for prior consultation.

The **transport subsidy** is used to calculate the amount of reimbursement as follows:

for the first 50 km 0.20/km = 10€

for the next 250 km 0.10/km = 25€

from the 301st km 0.05/km

In addition, we need a Google Maps printout/screenshot of start-finish to calculate the kilometers driven.

Fuel, toll, and ferry costs etc. are not covered.

Taxi costs/rental cars can only be reimbursed in exceptional cases if the use of public transport is either impossible or unreasonable. A corresponding justification is to be attached. We ask for prior consultation.

Irrespective of the costs applied for or incurred, travel costs can only be reimbursed up to a maximum amount of EUR 1,500!

Accommodation expenses of outgoing researchers:

If accommodation costs are also covered as part of your project (see call text of the respective call) the following rates apply:

Researchers:

EUR 100.- per working day for up to 14 days OR EUR 1,400.- per month for long-term stays between 14 days and 3 months maximum

PhD/Doctoral students:

EUR 100.- per working day for up to 12 days OR EUR 1,250.- per month for long-term stays between 12 days and 3 months maximum.

Since the accommodation costs are charged at a flat rate, no hotel bills etc. are to be presented.

Material costs:

The reimbursement for material costs must be done only once in each project year. Please make sure to collect your invoices and send them altogether to OeAD.

Send us the completed [form](#) with the relevant documents. Only project-related material costs will be refunded (no hardware or institutional purchases, no laptops, printers, hard drives etc.).