



**Application for reimbursement of expenses
incurred during an external research visit**

Graduate School
Faculty of Law
University of Cologne
Albertus-Magnus-Platz
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Name		Matriculation number	
Address			
Tel		E-Mail	
Place an name of institution			
Host organization		Contact person	
Tel		E-Mail	
Start of visit (date)		End of visit (date)	
Estimated costs of travel for outward and return journey			€
Reimbursement claim			€
Will you receive other reimbursements or funding from a third party?	no applied for from Yes, amounting to		€
<hr/>			
Place, date and applicant's signature			
Enclosures	Letter of motivation		
	Curriculum vitae in tabular form		
	Short summary of doctoral research (max. 3 pages)		
	Letter of invitation		
	Evidence of estimated travel costs		
	Confirmation letter from supervisor		

External research visits

An application for the reimbursement of travel expenses for external research visits which are related to a doctoral degree and benefit the dissertation may be submitted to the Graduate School. The prerequisite for reimbursement is that the doctoral candidate cannot fund the travel costs for the research visit themselves and that no other funding is available. In general, travel expenses must be kept to the minimum amount possible and all due effort given in this regard.

The reimbursement of travel expenses is governed by Section 5 LRKG NRW and is restricted to the country limits for international travel. Funds will be allocated by the principle of priority. A maximum of one reimbursement per doctoral candidate will be granted within a six-month period (from the start date of journey).

The following actual costs incurred may be reimbursed:

- Flight tickets (economy class)
- Train tickets (second class)

Living costs such as rented accommodation, health insurance or fees charged by the host organization cannot be reimbursed.

Entitlement

Entitled to apply are only doctoral candidates at the Faculty of Law, who have not yet submitted their dissertation for evaluation and have not yet applied for admission to the doctoral examination procedure (§ 7 PromO). Applying for a reimbursement of travel expenses is not anymore possible after submitting the application for admission to the doctoral examination procedure as well as after the completion of the doctoral project.

Application for reimbursement of travel expenses

An application for reimbursement of travel expenses must be submitted to the Graduate School at least two months before the start of the external research visit. Please submit the following documents:

- Letter of motivation including the relevance of the visit to your research (including a calculation of costs, justification and a declaration of any funding which has been applied for or granted for travel expenses by another organization)
- Curriculum vitae in a tabular form
- Short summary of the dissertation including the most important aspects and research priorities (maximum of three pages)
- Invitation from the host organization (for example university or research institution) for the proposed international research visit
- Any documentation of the estimated travel expenses (for example quotations, printouts, flight bookings or train tickets)
- Confirmation letter from your supervisor which explains their reasons for supporting the research visit

Important information

If your application for reimbursement has been approved, you must present all original receipts related to the incurred travel expenses which clearly state the route or connection, time, destination and the exact costs for the expenses claim to be processed successfully. The reimbursement amount can only be paid out after these receipts have been received. In exceptional circumstances (and subject to the condition of repayment if applicable), an advance payment of 80 percent of the full amount may be granted. In this case, the application must have been made at least 14 days before the event and the amount must exceed 100 Euro.

Please forward your application to:

Graduate School Faculty of Law University of Cologne Albertus-Magnus-Platz 50923 Köln Germany	Contact Dr. Tatiana Chekushina Phone: +49 (0)221 470-3742 E-Mail: jura-graduiertenschule@uni-koeln.de
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