

Application for Travel Expense Allowance

– Only valid for grants between 01/2024 and 12/2025 –

Please complete, sign and return this application together with the attachments in electronic form as an encrypted pdf/zip file and send the password via a different channel (different e-mail/telephone number) to the person responsible at the DFG (Fellowship Office).

DFG reference number:		Cost item no. as stated in the award letter:	
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Last name, first name(s) _____

The DFG pays travel expense allowances on application in connection with an approved fellowship. For further information and explanations, please refer to the relevant section of the funding guidelines (DFG form 2.00). An overview of the travel expense allowances can be found under:
www.dfg.de/fahrtkostenpauschale

1 Travel expense allowances for the fellow

1.1 Travel to the host country at the start of the fellowship (fellowship to be taken up outside Germany)

Will you have been living in the host country for more than one month at the time the fellowship starts?
 Yes No

I hereby apply for a travel expense allowance to travel to the host country (start of fellowship).
 Actual date of travel to the host country (e.g. date of flight): _____
 (travel expense allowance is paid out no earlier than with the first fellowship payment.)

1.2 Travel expense allowance as support for establishing/intensifying research contacts in Germany

I hereby apply for a travel expense allowance as support for travel to Germany for the purpose of active involvement
 in the meeting: _____
 in the conference: _____
 in the specialist colloquium: _____
 in a lecture trip: _____
 Establishment/cultivation of research contacts: _____
 1st contact trip 2nd contact trip

Actual date of outward flight/travel to Germany: _____

Actual date of return flight/travel to host country: _____

1.3 Return travel from the host country at the end of the fellowship (fellowship taken up outside Germany)

If the fellow travels back from the host country within one year of the end of the fellowship, a travel expense allowance can be provided for this return journey.

I hereby apply for a travel expense allowance based on my actual return journey from the host country (end of fellowship).

I will be travelling from the host country to: Germany the EU

Actual date of departure from the host country (e.g. date of flight): _____

(This travel expense allowance will be paid out no earlier than with the last fellowship payment, or in connection with the final settlement of your fellowship and only on application).

2 Travel expense allowance for accompanying family members (outward and return travel/host country (fellowship taken up outside Germany))

If your spouse/registered partner and/or your child/children are accompanying you to the host country for at least six months (without a break) and will not have been in the host country for more than one month at the time you start your fellowship, you can apply for a travel expense allowance for your accompanying family members.

2.1 Travel to the host country

My family members will have been in the host country for more than one month when I start my fellowship. Yes No

I hereby apply for a travel expense allowance (outward journey to the host country) for family members accompanying me to the host location outside Germany (please complete the relevant table).

Spouse or registered partner acc. to the German Act on Registered Life Partnerships (LPartG):		
Last name	First name	Accompanying me to the host location outside Germany from: _____ to: _____
Actual date of travel to the host country (e.g. date of flight): _____		

Child/children (up to age 18):		
Last name	First name	Accompanying me to the host location outside Germany from: _____ to: _____
Actual date of travel to the host country (e.g. date of flight): _____		

In the case of children under two years of age, please submit proof of the costs incurred (invoice + proof of payment) to the Fellowship Office.

2.2 Outward travel from the host country

If the fellow and their accompanying family members return from the host country within one year of the end of the fellowship (fellowship taken up outside Germany), it is possible to apply for a travel expense allowance for accompanying family members for the return journey.

I hereby apply for a travel expense allowance for the actual return journey from the host country for my spouse/registered partner in accordance with the German LPartG and for my child/children.

My family members will be travelling from the host country back to Germany the EU

Actual date of departure from the host country (e.g. date of flight): _____

Declaration of commitment

I hereby confirm that travel expenses were in fact incurred for the following persons (please list):

I hereby confirm that the travel expenses for myself and my accompanying family members will not be and have not been reimbursed, paid or subsidised by a third party. I confirm with my signature that the information I have provided is correct and I undertake to inform the DFG of any changes to the information provided in this questionnaire as soon as they become known.

Data Protection

Please note the funding guidelines (DFG form 2.00) and the DFG's Data Protection Notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. Please also forward this information to those individuals whose data will be processed by the DFG because it is requested in this form and is required in order to be able to process your application.

Date: _____

Signed: _____

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