

TRAVEL SCHOLARSHIP

APPLICATION GUIDE

a) Aims and target group of funding

The Faculty of Engineering is keen to motivate outstanding female students and doctoral candidates to pursue or continue a career in research. Under the Zielvereinbarungen (target agreements) for 2018–2022 concluded between the Faculty of Engineering and FAU, a limited amount of funding is available every year to provide travel scholarships for outstanding female **Master's students** and **doctoral candidates**.

Funding is available for **actively contributing to a conference** (talk/poster etc.), **spending a brief period of time doing research abroad** or **taking part in a summer school, science camp** or similar events. Funding for taking part in summer schools etc. is also available to female Bachelor's students.

Funding is only available for women who intend to pursue an academic career.

b) Amount of funding

A maximum of €1,000 in funding is available for brief periods of research abroad.

A maximum of €350 in funding is available for actively contributing to a conference in Germany.

A maximum of €600 in funding is available for actively contributing to a conference in Europe.

A maximum of €1,000 in funding is available for actively contributing to a conference outside Europe.

A maximum of €350 in funding is available for taking part in a science camp, summer school or the like.

c) Application deadlines and scholarship allocation period

Applications for a travel scholarship can be submitted at any time. However, funding is subject to the availability of funds which are allocated on an annual basis. The application must be filed at least **6 weeks** before the journey.

The decision as to whether or not a travel scholarship is to be granted is taken by the committee of women's representatives at the Faculty of Engineering. The final approval is granted by the Büro für Gender und Diversity (Dr. Magda Luthay; Coordination Office of the Zielvereinbarungen).

d) How to apply

The person to contact for travel scholarships at the Faculty of Engineering is:

Hanna Stöcker

Assistant to the Women's Representatives at the Faculty of Engineering
Dean's Office, Faculty of Engineering
Martensstr. 5a, 91058 Erlangen
E-mail: hanna.stoecker@fau.de
Phone: +49 9131 8527705

Applications may be submitted in either English or German. Please send the complete application by e-mail only (as a pdf file) to hanna.stoecker@fau.de.

Required documents:

For taking part in a conference:

- Letter of application covering the following points:
 - Motivation
 - Scientific relevance for career
 - Reasons why the Chair or Department does not have sufficient funds to cover travel expenses
- Curriculum vitae, list of publications (if applicable)
- Detailed breakdown of estimated costs showing how total sum has been calculated (please note that subsistence costs cannot be claimed for)
- Description of conference (stating when the conference is planned to start/end)
- Confirmation of registration for conference
- Proof of active contribution (poster/talk etc.)

For science camp/summer school:

- Letter of application covering the following points:
 - Motivation
 - Scientific relevance for future career
 - Reasons why sufficient funds to cover travel expenses are not available from a Chair (e.g. no contract at Chair)
- Curriculum vitae
- Transcript of records
- Detailed breakdown of estimated costs showing how total sum has been calculated (please note that subsistence costs cannot be claimed for)
- Description or flyer for the event (stating when the event is due to start/end)
- Confirmation of registration

For a period of research:

- Letter of application covering the following points:
 - Motivation
 - Scientific relevance for career
- Curriculum vitae, list of publications (if applicable)
- Description of the project
- Detailed breakdown of costs showing how total sum has been calculated (please note that subsistence costs cannot be claimed for)

In the case of travel scholarships for a brief time spent doing research, after the journey, the scholarship holder is obliged to submit a brief written experience report within 4 weeks of completing the period of research abroad, for publication in TF News (please send by e-mail to hanna.stoecker@fau.de).

If funding is approved:

- For research associates: approval of business travel from the Chair: form R0001 https://www.verwaltung.zuv.fau.de/personalhandbuch/dienst-und-fortbildungsreisen/formulare-dienst-und-fortbildungsreisen/#collapse_0
Please note: We require two signatures + stamp of supervisor (at no I. Vorgesetzte/r (superior) and no. II Unterschrift Institutsleitung/ZUV (signature of Head of Institute/University Administration)
- For female students without a contract at a Chair: form R0024 'Auftrag zur Durchführung folgender Reise (Application for authorisation to carry out a journey)' will be sent to you

e) Claiming for expenses

Only original receipts can be accepted. Please be sure to keep them all carefully. Please note: funding from the target agreements does not cover a daily allowance or subsistence costs.

There are two options for settling travel expenses:

1) The Chair pays in advance

If the travel expenses are partly paid for by funds from the Chair **and** partly by Zielvereinbarungen (target agreement) funds, the entire cost for the journey must initially be paid by the Chair.

After the travel expenses have been paid by the University Administration, via the travel expenses office, the Chair should issue an internal invoice (innerbetriebliche Leistungsverrechnung) stating the booking reference (Buchungskennzeichen) for the approved amount to Silvia Müller at the secretary's office of the Büro für Gender und Diversity. The following must be attached:

- A copy of the '**Payment authorisation of travel expenses**' ('Auszahlungsanordnung der Reisekosten', R0003)
- A **copy of the letter of approval**
- A **detailed breakdown of costs**

Please also state the Chair's cost centre (Kostenstelle des Lehrstuhls) to so that we can track where the costs were incurred (will not be charged). Original receipts do not have to be included.

Important: Please make sure you complete the forms in full (signature, name, address, bank details, Chair cost centre). Only complete forms can be processed.

gender-und-diversity@fau.de, Tel.: + 49 9131 85 24730
Bismarckstr. 6, 91054 Erlangen, Germany

2) The applicant pays in advance

If the applicant pays in advance, the travel expenses are claimed **exclusively** via the Büro für Gender und Diversity. In this case you require the following documents for making a claim:

- For students without a contract at a Chair:
The 'Travel expense claim form for the Faculty of Engineering ('Reisekostenabrechnung Technische Fakultät', R0003), which can be downloaded at <https://www.gender-und-diversity.fau.de/gender/finanzielle-foerdermoeglichkeiten/tagungsfoerderung/> under 'Processing travel expenses' ('Abwicklung der Reisekostenabrechnung')
- For research associates with a contract at a Chair:
Travel expense claim form for journeys undertaken for the purposes of university business and continuing education (R0003, latest version)
Please note: for administrative reasons, the **cost centre for the Chair (Kostenstelle des Lehrstuhls) has to be given**. The cost centre for the Chair is not charged, however, and only serves the documentation where the costs were incurred for FAU
- **Original copies** of all receipts
- **Detailed breakdown of costs** (all costs stated on the submitted original receipts + total sum of expenses)
- A copy of the letter of approval

Please personally hand **one original and one copy** of all documents in to

Hanna Stöcker

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Dean's Office, Faculty of Engineering
Martensstr. 5a, 91058 Erlangen
Room 1.06
E-mail: hanna.stoecker@fau.de
Phone: +49 9131 8527705
Office hours: Mon – Wed 9am – 3pm

Please arrange an appointment in advance. This procedure enables us to check your documents immediately and provide you with feedback straight away. The aim is to shorten processing times and reduce the amount of correspondence via e-mail, post and telephone.

Please note that after your documents have been checked, costs for the business trip are settled via the travel expenses office, Ref. P1, at FAU and it can take **up to 6 months** until the money reaches your account or costs are reimbursed.

Original receipts

- Only original receipts can be accepted (accommodation, travel expenses, ticket fees etc.)
- In order to claim for accommodation costs, we need an invoice from the hotel, stating the number of nights and a breakdown of how the overall costs are calculated.
- If you fly, you must also submit your boarding pass. Please arrange to have electronic boarding passes sent to you by e-mail and print them off.
- For all travel tickets you book (plane/train etc.), please be sure to include not only the confirmation of payment/invoice, but also proof of actual payment (credit card statement/bank statement).
Conversely, credit card statements can only be recognised together with an original invoice showing the total of the invoice (accommodation/travel costs etc.).

Please note:

- Funding from the target agreements does not cover a daily allowance or subsistence costs.
- Only those amounts stipulated in the payment authorisation can be claimed for.
- Please make sure to complete all details: signature, name, (private) address, bank details etc. Only complete forms can be processed.

f) Private stays before/after the journey

If a private stay is planned before or after the event, costs should be broken down to compare travel costs in both instances (i.e. once with and once without the private stay).

g) Using your own car

Please note that you may only use your own car for business travel **if there is a good reason for doing so** (e.g. saving costs by travelling together with several people, taking heavy equipment, your destination is not easy to reach using regular means of transport, you would not arrive in time if you took other means of transport).

If the car is used **without a good reason** the price reimbursed per kilometre is reduced from €0.35 to €0.25.