

**Guidelines for awarding funding for travel costs as part of the target agreements between the Executive Board and the Faculty of Humanities, Social Sciences, and Theology at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) for increasing the proportion of women in academia
2018- 2022**

Important information:

1. Only **one trip per year** per applicant is eligible for funding.
2. Each applicant can receive funding **three times** during the entire duration of the target agreement period from 2018 to 2022.
3. FAU employees must complete form R0001; *Application for approval of an official journey or training journey*, last updated: July 1, 2016.

Applicants who **are not employed by FAU**, must clearly state the nature of their ties with the University in their application.

External applicants must use form R0024; *Authorisation to carry out a journey*, last updated: July 1, 2016.

Both forms are available at
<http://www.zuv.fau.de/einrichtungen/personalabteilung/handbuch-personal/dienstreisen/formulare/>
4. **Rail travel costs** are only reimbursed in full if the applicant used a 'Bahncard' (otherwise only proportionately).
5. Please note the following when traveling by car:

Journeys by car are only reimbursed if there is an urgent need (e.g. cost savings by taking passengers, heavy equipment needs to be transported) at a rate of 0.35 euros per kilometer traveled. This rate is reduced to 0.25 euros per kilometer traveled if a car is used for travel without any urgent need.
6. A **daily allowance (subsistence costs) is not** reimbursed.
7. Personal visits

If the business journey is followed immediately by a private stay, a cost comparison must be submitted together with the application. This comparison (e.g. from the Internet) must clearly show the costs for the return journey directly after completion of the official stay and the costs for the return journey after completion of the private stay.
8. Students are not eligible for funding as part of the target agreements.

Female doctoral, postdoctoral, and habilitation candidates and research assistants must submit the following documents **at least six weeks** before the planned journey:

1. Cover letter with reasons for making the journey
2. Application form for official journey
3. Academic CV
4. List of publications, if applicable
5. Breakdown of costs
6. Description of the conference (brochure, website or similar)
7. Letter of recommendation from the relevant chair
8. Information as to whether the chair or project can only provide limited funding or no funding at all
9. Letter of support from department's women's representative

Maximum funding amounts

In Germany (Amount in euros)	Abroad (Amount in euros)
350,-	900,-

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