

Guidelines for awarding funding for travel costs as part of the target agreements between the Executive Board and the Faculty of Sciences at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) for increasing the number of women in research 2018–2022

Important information

1. Only **one trip per year** per applicant is eligible for funding.
2. A maximum of 80% of the costs may be covered subject to maximum rates.
3. Each applicant can receive funding **three times** during the entire duration of the target agreement period from 2018 to 2022.
4. FAU employees must complete form R0001; *Antrag auf Genehmigung einer Dienst-/Fortbildungsreise* 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; *Auftrag zur Durchführung einer Reise*, last updated: July 1 2016. Both forms can be found at <http://www.zuv.fau.de/einrichtungen/personalabteilung/handbuch-personal/dienstreisen/formulare/>. Translations are provided to help you fill out the forms but please only return the German form.
5. **Rail travel costs** are only reimbursed in full if the applicant used a 'Bahncard' (otherwise only proportionately).
6. Please note the following when travelling 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 kilometre travelled. This rate is reduced to 0.25 euros per kilometre travelled if a car is used for travel without any urgent need.
7. A **daily allowance (subsistence costs)** is not reimbursed.
8. Private stays: If a **private stay** is planned for the period directly following the official journey, the applicant must submit a **cost comparison** with the travel authorisation form. 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.

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)
500	1200

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Project coordination and controlling of target agreements

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