Application for funding of travel expenses

This form must be filled out and signed by the PhD fellow as well as the principal supervisor. Please send the application electronically to Salma Asam Ghani ([salmag@hum.ku.dk](mailto:salmag@hum.ku.dk)).

You will receive a reply concerning the outcome of your application. Your supervisor will also be notified.

You can apply for funding for expenses related to traveling, conferences and courses. On average DKK 36,000 is allotted to each PhD fellow. Please note that it is not possible to apply for funding of expenses below the amount of DKK 500.

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| **Personal data** | | | |
| Name |  | | |
| E-mail |  | | |
| Section |  | Supervisor |  |

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| --- | --- |
| The amount applied for |  |
| The amount received from the PhD School or the Department previously |  |

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| Depature date |  |

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| **Amount applied for (including a budget)**  *Information on the travel agent Carlson Wagonlit Travel can be found* [*here*](https://intranet.ku.dk/medarbejderguide/oekonomi/Rejser%20og%20befordring/tjenesterejserfortorsansatte/carlsonwagonlit/Sider/default.aspx)  *References (fill in at* [*RejsUd*](https://381.rejsud.oes.dk/bwtem)*):*  *Udgiftstype: 01 Danmark*  *Sted: 40480100*  *Alias: 5001405002 (KU - Forskeruddannelse/Ph.d.-aktiviteter)*  *KU-specifikation is not used* | | | |
| Airline ticket (incl. documentation) |  | | |
| Other transportation expenses |  | | |
| Hotel/lodging expenses |  | | |
| Allowance (if any) |  | | |
| Other expenses (visa, conference fee etc.) |  | | |
| **Total expenses** |  | | |
| Is this travel activity included in your PhD Plan? Tick the appropriate box | | Yes: | No: |
| **Purpose of the stay abroad/reason for applying**  *All applications for funding travel expenses must elaborate on the motivation for the activity* | | | |
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| **Date and signature**  *The supervisor must approve and sign the application. By signing, the supervisor confirms the relevance of the activity to the PhD project.* | |
| PhD Fellow | Supervisor |