

## Information sheet – Willkomm Travel Allowance

### How to submit the application:

- Applications can be submitted at any time until further notice. The application must be submitted in a PDF document at least four weeks BEFORE the planned trip.

### Who can apply?

- Doctoral students who are pursuing their doctorate on-site at Faculty 14
- Students at Faculty 14

### What can be funded?

- In accordance with the Willkomm's guidelines, applications for reimbursement of travel expenses and conference fees can be submitted. Accommodation and meals are excluded and cannot be funded.
- The following options are eligible for funding:
  - Travel expenses (flight, train, local transport)
  - Conference fees
  - Visa fees
  - Fees for stays at foreign research institutions (for students only)

For doctoral candidates: Conferences with active participation abroad and research internships abroad

For students: Research internships abroad and in Germany as well as semesters abroad (the stay must be related to the student's study program)

### What must be submitted:

#### Doctoral candidates

- Official letter of application with a brief description of active participation (e.g. presentation/poster)
- Confirmation of application from the organizing institution
- If applicable, travel/booking confirmation from a tour operator/airline (*can be submitted later*)
- All original cost/booking receipts or e-tickets (*can be submitted later*)
- List of expenses
- Bank details and postal address of the applicant
- Travel Authorization Request – “Dienstreiseantrag” (only applies for employees of the University)
- After the end of the trip, confirmation of participation and confirmation that the submitted costs have not already been/are not being funded by other means must be submitted.

### Students

- Official letter of application with details of the planned research stay, reason for the stay, name of the research institution
- Confirmation of registration
- If applicable, travel/booking confirmation from a tour operator/airline (*can be submitted later*)
- All original cost/booking receipts or e-tickets (*can be submitted later*)
- List of expenses
- Bank details and postal address of the applicant
- Travel Authorization Request – “Dienstreiseantrag” (only applies for employees of the University)
- Short letter of recommendation from a professor at Faculty 14
- After the end of the trip, confirmation of participation and confirmation that the submitted costs have not already been/are not being funded by other means must be submitted.

### **Authorization:**

- The Dean's Council decides on the amount of funding. Additional payments are possible depending on the availability of funds.
- Approval is granted in close consultation with the institutes to rule out double payments.
- A maximum of three applications per working group can be approved per funding year (April 1 to March 31 of the following year)

### **Contact:**

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The non-profit Hermann Willkomm Foundation was established in 1982 by Wilhelmine Willkomm in memory of her late husband Hermann Willkomm. The aim of the Hermann Willkomm Foundation is to promote scientific research, with a particular focus on supporting and promoting students, doctoral candidates, and postdoctoral researchers in the natural science faculties of Goethe University Frankfurt.