

Guidelines for Travel Money for CECAD Graduate School Fellowship Holders

General aspects to consider prior to travelling:

- Each journey must be planned in accordance with the respective CECAD Principal Investigator.
- CECAD fellowship holders are not covered by the university health insurance. Therefore, private foreign travel health insurance for travelling abroad is highly recommended by CECAD and must be organised by the CECAD fellowship holder.
- For use of the travel money other than conferences (e.g. summer schools or technical courses), a written application has to be handed in to the CGA office, including purpose of the journey, programme of the event, expected costs and explanation why the journey is required for the PhD project.
- The use of the travel money budget must include active participation (e.g. presentation of a poster).
- Each student has a travel budget of exactly 1000 €/year for three years, starting from the first full year of the fellowship (e.g. start of the fellowship in October 2021 means start of the travel funding from January 2022 on) if not stated differently in the respective grant. Expenses higher than 1000 €/year cannot be covered by CECAD and funding not used within the current year can generally not be transferred to the next current year or used for expenses with other purposes (e.g. chemicals, literature).
- All expenses must be spent according to the “Landesreisekostengesetz NRW” (travel law of NRW) to that the DFG, and therefore CECAD, refers to. If anything should be unclear, please contact the CGA office in advance of the booking since expenses not according to the travel law cannot be covered by CECAD.
- All expenses refer to the current year in that the journey takes place, i.e. if a conference takes place in 2022, all expenses already spent in 2021 are defined as costs for 2022.
- Funding can generally **not be transferred to the next current year**.
- Travelling for the CGA can be combined with private travel plans. However, you have to consider that costs for the private travel must not exceed the costs that would have occurred for the CECAD journey only. For proof, you have to hand in a realistic offer for a connection that
 - would have been booked for the CECAD journey only. The fellowship holder must cover additional costs that might occur due to private travelling. Please contact the CGA office prior to booking for more details.

Guidelines for booking:

- All travel expenses must be verifiable (e.g. all originals documents including boarding passes must be handed in and it must be provable that you did the journey according to your information. For expenses that cannot be proved by originals, no refund can be provided.).
- Transportation:
 - Only expenses with public transport, lowest class (2nd class/economy class) can be refunded. The cheapest, but appropriate connection must be booked.
 - Airfare can only be refunded for domestic travels and travelling abroad with justifiable reasons.
 - If the private job ticket/student ticket can be used, it has to be used for travelling.
 - Use of the private car is only refundable for justified reasons (e.g. other members of the UoC were given a lift, or for transportation for bulky luggage). 30 cents are refundable per km as flat rate. Please hand in the directions with Google Maps including the km. Please note: damages of the private car that occur during the journey are not covered by CECAD or the UoC!
 - Expenses for taxi transportation can only be refunded for justified reasons (e.g. travelling before 6 am or after 10 pm or when no public transport is available) and with proof of expenses. Public transport must be taken if available, also if it means extra time. Walking distances of up to 15 minutes with up to 10 kg of luggage do not justify the use of a taxi.
- Accommodation:
 - Costs for accommodation can be covered:
 - In Germany with 20 € with no receipt
 - In Germany with receipt, refund of up to 50 € for towns with a population lower than 100,000 inhabitants, up to 80 € for towns with a population higher than 100,000 inhabitants
 - In all other countries 30 € with no receipt
 - In all other countries with receipt according to the rate as stated in list (please see appendix).
 - If hotel rooms were shared with another person, it has to be stated and only 50% of the costs can be covered by CECAD.
 - Additional costs for the hotel (e.g. for internet access, minibar, expenses for telephone calls) cannot be covered by CECAD.



Procedure for reimbursement

- All refunding for the CGA travel money must be proceeded exclusively via the CGA office (i.e. not the CECAD central office or the respective CECAD research group offices).
- All requests for reimbursement of travel expenses must be handed in within 1 month after the journey, but generally as soon as possible after the journey.
- For reimbursement of the travel expenses, the following must be handed in to the CGA office after the journey:
 - A detailed list of all individual expenses (e.g. hotel costs, individual travel costs, conference registrations). Please note here: for currencies other than euros please state the exact date the money was spent. The rate for the period for conversion into the national currency can only be calculated according to the information given (e.g. proof of date when the money was withdrawn from private bank account is necessary for determination of the exact rate).
 - Details of the event attended (e.g. proof of registration or participation of conferences, a detailed programme of the event attended).
 - All travel documents as original (e.g. tickets, boarding passes, hotel bills).
 - CGA travel refund document.
- Generally, all expenses prior to the journey should be covered by the fellowship holder and can be refunded after the journey. **If bookings prior to the journey exceed a total sum of at least 100 €, a partial payment of 80% of the expected total sum can be requested** by handing in:
 - A detailed list of all individual expenses (e.g. hotel costs, individual travel costs, conference registrations). Please note here: for currencies other than euros please state the exact date the money was spent. The rate for the period for conversion into the national currency can only be calculated according to the information given (e.g. proof of date when the money was withdrawn from private bank account is necessary for determination of the exact rate).
 - Details of the event attended (e.g. proof of registration or participation of conferences, a detailed programme of the event attended).
 - All travel documents as original (e.g. tickets, boarding passes, original of hotel bills).
 - CGA travel refund document.

Please note that after the journey you must hand in all remaining documents and information as listed above, even when you cannot request any additional funding anymore!



- If you cannot get a confirmation of participation of your conference/course/summer school due to illness, you must hand in a medical certificate of a physician of your destination, otherwise travel expenses cannot be reimbursed! We would advise you to contact your organisation to ask for assistance with finding a physician.

In case of illness, you must inform the coordinators of your conference/course/summer school as soon as possible but latest on the same day about your absence. You also have to report your absence to the CGA office as soon as possible.

