Date: 19. Marts 2015

Ref: TAM

# Study Travel Fund

### Application procedure as of January 1, 2015

## Guidelines for the granting of funds

The Head of Department decides whether funding from the Study Travel Fund is granted on the basis of these guidelines and an individual assessment of the application.

The PhD student and their supervisor are responsible for raising funds for the desired study trips. The Study Travel Fund is one of several possible funding sources. Other sources could be foundations. In some cases the supervisor will cover the expenses from external grants.

In case the PhD student is not able to raise necessary funding for the chosen and academically approved change of study environment or course, the PhD student and supervisor must find an alternate study trip.

Funding from the Study Travel Fund must always be applied for prior to the paying any expenses. A PhD student applying for funding after having paid for expenses cannot expect to have the costs covered by the Study Travel Fund.

### What can you apply for?

The department can provide financial support to PhD students in connection with

1. Trips to congresses abroad
2. Study trips abroad
3. Change of study environment
4. Course fees for courses abroad

The Head of Department may only grant funding for change of study environment if the Head of the PhD School has given an academic approval. An academic approval does, however, not guarantee that funding will be granted from the Study Travel Fund.

When applying for funding to cover fees for foreign courses, the applicant must state whether the course is included in the approx. 30 ECTS required by the PhD programme. If so, documentation of the academic approval by the PhD Committee must be enclosed.

Please find the rules for academic approval of change of environment and PhD courses in the PhD guidelines. The PhD secretariat is responsible for the administrative work related to the academic approval.

Unless the applicant is contributing with a lecture, poster or the like, financial support for participation in congresses et al. will only be granted if special reasons call for it, e.g. networking.

### Who may apply?

All employed PhD students at the Faculty of Science may apply for funding from the Study Travel Fund. Externally financed PhD students may apply unless their employment contract or letter of enrolment states otherwise.

### How much may you apply for?

*NB! In addition to applying for funds that cover travel expenses, PhD students may also apply for funds to cover subsistence expenses during change of study environment.*

The maximum amount which can be granted to cover travel expenses during the entire period of enrolment is DKK 37,500 (“Maximum Grant Amount”).

Grants will usually not exceed DKK 12,500 per year (“Maximum Annual Amount”). If the PhD student spends less than DKK 12,500 in a particular year, any unspent funds from one year are transferred to the following year. This increases the amount that the PhD student can apply for the following year.

Of the Maximum Grant Amount of DKK 37,500 DKK 10,000 is earmarked for travelling expenses related to the PhD student’s change of environment.

If a PhD student applies for funds exceeding the Maximum Grant Amount or the Maximum Annual Amount, the PhD student must enclose an explanation, written by their supervisor, describing how expenses for the change of environment and any other study trips will be covered.

### Maximum grants for specific trips

The maximum grant available to cover board and lodging is DKK 1,000 per day, with a monthly maximum amount of DKK 5,000 per started month. A maximum of DKK 12,500 may be granted for trips within the EU whereas a maximum grant of DKK 15,000 may be granted for overseas trips.

Applicants are requested to travel as inexpensively as possible, in consideration of travel times, comfort et al. To the greatest extent possible, applicants should make use of any discounts to which they are entitled, including group travel discounts.

According to the Guidelines for travels at SDU, travels financially supported by the Study Travel Fund must be purchased through Via Egencia.

Read more at <http://sdunet.dk/Vaerktoejer/NytomVaerktoejer/Nyheder/Via-Travel.aspx>.

If the PhD student has received funds from other sources or if it is assessed that similar benefits can be achieved through significantly less expensive arrangements, the Study Travel Fund may only provide partial financial support. This assessment is made by the Head of Department, if necessary with guidance from the departmental PhD Committee.

Please remember to apply for grants in good time.

According to general practice at the Faculty of Science, PhD students’ travelling expenses are reimbursed as per account rendered, with reference to the grant.

*Change of environment*

PhD fellows can apply for financial support for their change of environment at foreign universities or foreign university-level research institutions. The Study Travel Fund does not cover travel expenses for accompanying family members.

The Study Travel Fund does not provide financial support for tuition fees. Applicants are requested to look into the possibilities for avoiding tuition fees at the specific university e.g. acquiring guest status.

PhD fellows can apply for financial support for visa expenses.

### Subsistence expenses during change of environment

Apart from funds covering travelling expenses, PhD fellows can apply for funds that cover subsistence expenses. The grant will be based on an individual assessment and may not exceed DKK 6,000 per month. Funding granted to cover subsistence expenses are given independently from the Maximum Grant Amount. Expenses for spouses or other family members are not covered.

Any funding granted to cover travelling or subsistence expenses is always reimbursed as per account rendered. All requests for travel reimbursement should be filed electronically via SDU’s Travel Expense Management system.

Read more at: <http://sdunet.dk/Enheder/Institutter/~/link.aspx?_id=3906083FD695490FA411DCDA09B7AB15&_z=z>

### Insurance

PhD students employed at SDU and students enrolled in the 4+4 PhD programme who receive SU-PhD stipendium are covered by the university’s travel insurance during work-related trips. Accompanying family members are not covered by the insurance.

PhD students who are not employed with SDU or do not receive SU-PhD stipendium are not covered by the university’s travel insurance and are strongly urged to take out their own travel insurance

Industrial PhD students should enquire their place of employment about insurance coverage during work-related trips.

### Residency permit, taxes, et al.

It is the PhD student’s responsibility to contact any relevant authorities in connection to stays abroad (SKAT, the national register, the university’s travel office, insurance companies et al.).

Please also be aware that PhD students may have the possibility to claim a tax free allowance to cover certain expenses in connection with work-related travels. More information is available at the [Philos website](http://www.sdu.dk/en/Forskning/PhD/Phd_skoler/Naturvidenskabelig_phd_uddannelse/Philos/Nyttig_info/Udlandsophold). Please contact SKAT for any further guidance on tax-related matters.

## Application procedure

PhD students may apply for funding from the Study Travel Fund by filling out an application form and sending it to their department’s finance employee.

The following must be enclosed:

* *Change of environment*: Academic approval by the Head of the PhD school
* *PhD courses granting ECTS credits:* Academic approval by the PhD Committee
* *Congress travels:* Official information on the congress (including programme and information on participation fee and subsistence expenses), title and abstract of the PhD fellow’s contribution (if applicable) and a statement by the supervisor.
* *Study trips:* Invitation or approval from the host institution and a statement by the supervisor.

The application should be sent by e-mail to the department’s finance employee.

The finance employee will verify the PhD student’s spending from the Study Travel Fund and note it down on the application form.

The finance employee will subsequently send the application and any enclosures to the Head of Department.

The Head of Department decides whether any funding is to be granted and, if so, notifies the finance employee of the granted amount.

The finance employee will notify the PhD student of the decision.

The faculty is entitled to ask the PhD student for an account of the trip.