



# Application form: VDSEE travel fund



Applicant details	
Department	
Name	
Student ID number	
Date of birth	
Email	

Travel details	
<input type="checkbox"/> Conference, workshop <input type="checkbox"/> Summer/winter school (please tick appropriate box)	
<input type="checkbox"/> Travel <14 days <input type="checkbox"/> Travel >14 days	
Duration	From: _____ To: _____
Title of event	
City & country of event	
<input type="checkbox"/> I will present <input type="checkbox"/> I will not present <input type="checkbox"/> Abstract of presentation submitted	
Type of presentation	
Title of presentation	

PhD progress details			
Title of dissertation			
VDSEE supervisor(s)			
Date of admission	Date of public presentation (FÖP)	Date(s) of annual reports	Planned submission of PhD thesis
Do you have a contract with the University of Vienna? (regardless of funding source)			
*This information is only relevant for your reimbursement.			



Information on costs*	
	Amount in €
1. Travel expenses	
2. Accommodation	
3. Conference, workshop or summer/winter school fee	
<b>4. Total estimated costs</b>	

\*Remarks:

- Most cost-effective means of transport; economy class (flight), second class tickets (train).
- No reimbursement of daily allowances
- A maximum of 1000 € will be reimbursed

**Justification for participation: Motivation, aim, added value and benefit**

**Statement:** Why can other funding sources not be used for this purpose (i.e. project funds, department travel funds) or declaration that other funding schemes do not cover the full amount of expenses

**By signing below, I confirm that the information provided above are correct and further confirm that**

- When granted financial support through the VDSEE travel fund, I have to submit an overview of all expenses paid, the relevant invoices (issued in my name) and proof of payment.
- I am aware that if I cannot provide invoices and proof of payment outlined in this application, the VDSEE research funds or parts of them may be reclaimed.



**Signature of the applicant**

Date

First and last name and signature

**Statement of the supervisor of the PhD applicant on the necessity of the planned conference, workshop, or summer/winter school participation.**

**I, the supervisor of the applicant PhD, confirm that all efforts have been undertaken to receive travel funds from other resources and that no other travel funds are available.**

Date

First and last name and signature

**Appendix:**

- Letter of invitation or abstract
- Optional: Copies of hotel/travel bookings

Please submit the application form **as a single PDF file** to [docschool.vdsee@univie.ac.at](mailto:docschool.vdsee@univie.ac.at)

**Decision of nominated VDSEE steering committee members**

<input type="checkbox"/> <b>Approved</b>	<b>Maximum amount* in €:</b>
	<b>Conditions:</b>
<input type="checkbox"/> <b>Rejected</b>	<b>Reasoning:</b>
Date	First and last name and signature
Date	First and last name and signature