

Guidelines for travel grants within CiPSM Women

Before the trip

1. Apply for financial support within the CiPSM Women by sending an application including a short description of your motivation/justification for this measure, a summary of your project, a confirmation letter of the meeting organizer, a summary of the costs and your CV as **single pdf-file** to frauenfoerderung.cipsm@lmu.de.

Please apply for these grants at least 2 months before the planned trip.

Only those business trips which were first applied for and approved can subsequently be reimbursed.

Please note that only 2nd class train tickets will be reimbursed. Flights will be accepted only if they are cheaper than travelling via train, or if a train journey is not possible.

2. Fill out the forms for travel allowance **at your university**. This ensures that the trip is covered by insurance.

After the trip (The order is important!)

1. Travel reimbursement – own travel funds (usually 40 %)

- Copy of travel permission
- Summary of travel expenses (reimbursement form)
- Originals of invoices (when submitting payments, please submit proof of payment, for example, the credit card summary or a bank account statement)
Please make sure to get the ORIGINALS of invoices back

2. Travel reimbursement by CiPSM (Mrs. Gmeiner) (sum according approval)

- Travel permission
- Summary of travel expenses (reimbursement form)
- Originals of invoices (when submitting payments, please submit proof of payment, for example, the credit card summary or a bank account statement)

Short meeting report (about half page) to frauenfoerderung.cipsm@lmu.de

The following business trip expenses can be reimbursed:

- Travel costs as described above;
- Registration costs for a congress or a similar event;
- Hotel costs [please note that the daily maximum, according to the general administrative rules, for German cities smaller than 300,000 inhabitants is 60 €, and for cities larger than this is 90 € per night per room; if the nightly hotel costs exceed these limits and the applicant was unable to book a less expensive room (for example during trade fairs and similar) it is possible that higher costs might be reimbursed];
- Costs for visas and required immunizations.
- Daily flat rates.

The following costs are not covered:

- Food and drink of any kind;
- Tips and gifts
- Travel insurance of any kind (including baggage insurance, trip cancellation insurance, etc.);

- Costs due to losses on currency exchange rates;
- Costs for credit card payments or bank transfer costs.