

## Information Sheet

### Students travelling to conferences outside Europe

Travel expenses are reimbursed after the end of the trip in accordance with the Rules and Regulations of the Lower Saxony's Travel Law (Niedersächsische Reisekostenverordnung NRKVO).

#### 1. Student travel outside Europe

Students may only travel to conferences to present their own research contribution (presentation or poster). Funding can only be granted once per study period. Students must be first authors of the contribution.

#### 2. Permission

Students travelling to conferences outside Europe must always get a signed permission. Please refer to the following website for details of who is responsible and what documents need to be submitted: <https://uol.de/en/forschen-at-studium/foerderung>

The traveler must obtain information on entry and residence requirements from the embassy or consulate of the respective country of travel or transit prior to departure.

#### 3. Down payment

Travelers are responsible for any costs incurred in advance. Payment in advance is not possible.

#### 4. Claiming expenses

Only necessary and reasonable costs will be reimbursed as travel expenses. The following costs can only be reimbursed when handing in a receipt: travel costs, accommodation costs and participation fee. Due to documentation reasons, the receipts must be taped properly to a DIN A4 paper when submitting the documents. Travel expenses at the place of conference cannot be reimbursed.

The travel expenses are to be settled using the form „GDR-Abrechnungsbogen“. The billing documents and the relevant receipts must be submitted promptly, at the latest within 3 months after the end of the trip.

#### 5. Train travel

When traveling by train (with the Deutsche Bahn), private railcards, monthly season tickets, semester tickets, etc. must always be used. The reimbursement of train costs is limited to the cost of 2nd class travel.

## 6. Flights

Flight costs can be reimbursed if the flight is necessary for economic reasons. In such cases, travelers must prove that flying is necessary.

## 7. Accommodation costs

Necessary accommodation costs are reimbursed in accordance with the current list „Auslandsreisekostenrecht; Neufestsetzung der Auslandstage- und Auslandsübernachtungsgelder“. If a traveler shares a shared room with persons not entitled to reimbursement, the costs will be split.

## 8. Accident insurance cover

There is no insurance cover provided by the University of Oldenburg.

## 9. Combining a conference trip with holidays

If the conference trip is combined with a private journey of up to five working days, the travel cost reimbursement is calculated as if only the conference trip had taken place. In this case, invoices for travelling to and from the conference, conference fees and overnight stays on the conference days can be submitted. In addition, a maximum of one night before and one night after the conference can be reimbursed if it is justified that a punctual arrival and a reasonable departure are not possible otherwise.

If conference trips are combined with a private journey of more than five working days, only the additional costs incurred for the fulfilment of official business will be reimbursed as travel expenses (prior consultation with [forschen@studium](mailto:forschen@studium) is necessary). In this case, only the overnight stays as described above and the conference fees will be reimbursed, not the costs for travelling to and from the conference.

### **If you have any questions, please contact**

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You can find further information on our [website forschen@studium](https://www.forschen@studium.de).