

## Gutenberg Council for Young Researchers

### FUNDING FOR SHORT-TERM RESEARCH STAYS AT JGU

#### Billing Guideline

In order to ensure that the billing process runs smoothly, we ask you to please consider the following:

#### Billing procedure

1. Submit a **final travel expense report** documenting your expenses in the form of an itemized list or table together with the **original receipts** as soon as your stay has ended by mail in paper form.
2. The reimbursement will be carried out in accordance with the current travel expense regulations of the state of Rhineland-Palatinate. This means among other things that the reimbursement of flight or other travel expenses is based on the lowest class of travel. Price reductions (BahnCard etc.) are to be taken into account.
3. Travel and accommodation expenses will be reimbursed. Meals and congress fees will not be covered.
4. Submit a proof of stay (e.g. a certificate that points out the exact dates of your stay or a written confirmation provided by the working group leader or the supervising researcher).
5. A **written confirmation** must be enclosed with the final travel expense report, stating that your expenses have not already been covered by another party.
6. Make sure you provide valid bank account details that is: your BIC (Bank Identifier Code), your IBAN (International Bank Account Number) and the name of your bank. Also, we do need your home address.

#### Reimbursement

Per short-term research stay, travel costs **up to EUR 750** may be covered. If flight costs are incurred during travel to Mainz, the maximum amount of expenses that can be covered may be increased according to the DAAD's country-specific fixed costs for travel (DAAD: German Academic Exchange Service). This is the case, if the actual travel costs exceed EUR 750 and the DAAD provides higher fixed costs for the country of origin. For further information contact the Gutenberg Council for Young Researchers. For further information contact the Gutenberg Council for Young Researchers.

#### Contact

If you have any questions, please contact:

**Julia Häuser-Huth**

Managing Director Gutenberg Council for Young Researchers

E-Mail: [gnk@uni-mainz.de](mailto:gnk@uni-mainz.de)

Phone: +49 6131 39 25049