

## 1. Eligible beneficiaries

A mobility grant for a trip abroad provided from the "Funds for International Relationships" can only be applied for by TU Wien staff with a valid employment contract (except for project assistants/lectors).

There is no legal entitlement to this funding!

## 2. Eligible activities

The funding is primarily foreseen for the initiation of **research and academic cooperation**.

From budgetary reasons, max. 2 staff members of the same institute can be financed per visit.

Each applicant can apply for a maximum of € 2500 per budget year for travel abroad!

## 3. Application

Travel requests can be made in **SAP Services** (<https://sap.tuwien.ac.at/>) between 6 months and 3 weeks prior to departure. Please break down the estimated cost comprehensibly and justify your application.!

In the cost allocation field, the **internal order** ("Innenauftrag") **GEV063010FAU** must be entered.

The submitted travel request will be subsequently processed by the International Office of TU Wien being the responsible financial department.

## 4. Eligible costs

### Travel costs

- ✓ up to 400 km distance: 2nd class train fare;
- ✓ more than 400 km distance: 1st class train fare, sleeping car compartment (double) if necessary;
- ✓ more than 800 km distance: airfare (economy fare);
- ✓ Travel to and from the airport (only if using public transport);
- ! If using your own car, a transport subsidy will be reimbursed!
- ✗ NO mileage allowance, NO parking fees!
- ✗ NO taxi fares, NO hire cars!
- ✗ NO visa fees!
- ✗ NO travel and cancellation insurance!

### Costs of stay for up to 10 days

- ✓ For a stay of up to 10 days, you can apply for an accommodation allowance based on the costs of a mid-range hotel up to a maximum amount of €100 per night.
- ! Reimbursement is carried out on the basis of invoices/receipts!
- ! Only accommodation costs will be paid!
- ✗ NO daily flat rate, NO restaurant expenses!
- ✗ NO telephone costs!
- ✗ NO conference fees!

### Costs of stay for more than 10 days (max. 30 days)

- ✓ For a stay of more than 10 days, the hotel costs cannot be reimbursed on the basis of receipts, a flat rate for accommodation will be paid instead.
- ! Only country-specific accommodation rates will be paid!
- ✗ NO daily flat rate, NO restaurant expenses!
- ✗ NO telephone costs!
- ✗ NO conference fees!

## 5. Approval by the International Office

The approval of travel costs based on your costs estimate is carried out electronically in [SAP Services](#) by the International Office being the responsible department for the budget. You can edit your application at any time, and add any missing information until the approval.

Subsequently, your leave of absence must be approved by the head of your organisational unit.

## 6. Reimbursement

Travel accounting has to be done in [SAP Services](#), after the end of the trip. Please enter the exact date of departure from your place of employment and the return date, as well as the times of border crossings, as these must be taken into account in the calculation.

Please record your travel costs in SAP Travel Management and send the **original supporting documents** (invoices, receipts, travel tickets, flight tickets and for stays up to 10 days also the hotel invoices) along with your **SAP travel expenses statement** ("Reisekostennachweis") to the Accounting Department ("Quästur")

Once the documentation has been received, the travel accounting will be checked pursuant to the guidelines, and approved by the International Office. The original supporting documents will be archived in the International Office.

## 7. Payment

The mobility grant is usually paid on the 15th and 30th of the month, but on the 2nd and 4th Monday of the month for civil servants ("Beamte"). To meet the relevant payment deadline, the travel expense statement must be approved by the International Office at least 5 working days in advance.

## 8. Short report

Based on the provision of the grant, the applicant is obliged to produce a short written report about the trip abroad and to submit it directly to the International Office within 14 days of the end of the trip. The respective form can be downloaded from <https://www.tuwien.at/en/studies/international/teaching-abroad-and-funding-programmes/mobility-grants-of-tu-wien/international-relationships-tuw-staff/>.

## 9. Contact

Contact person for mobility grants in the International Office:

**Diana TSENOVA**

Gusshausstrasse 28, 1040 Vienna

email: [diana.tsenova@tuwien.ac.at](mailto:diana.tsenova@tuwien.ac.at)

Tel.: (01) 58801 41557

Fax.: (01) 58801 941557

Counselling hours:

Tuesday 9.30 – 11.30 and 13.30 – 15.30

Thursday 9.30 – 11.30 and 13.30 – 15.30

## 10. Additional financing requests

In the case of **additional financing commitments** from other parties (dean's office, FWF, etc.), the International Office must be informed, and may ask for partial repayment. Furthermore, any changes to details provided by the applicant, especially changes to the duration of stay or the cancellation of the trip abroad, must be communicated to the International Office immediately.

## 11. Cancellation of trips abroad

**Please note that neither cancellation fees for unstarted journeys, nor cancellation insurance can be financed from this budget!**