Please make sure that you have read the application criteria regarding GSNS’s financial support for stays abroad as stated on the [website](https://phd.nat.au.dk/for-phd-students/going-abroad/mobility-grants/).

|  |
| --- |
| Applicants name:  |
| E-mail:  |
| PhD program:  |
| Duration of stay | From (dd-mm-year):  | To (dd-mm-year):  |
| Host university and department: |
| Amount applied for (DKK) max. 20.000 DKK :  |
|  |
| Short description of purpose of the stay abroad:  |
|  |
| Regarding reimbursement for AU employed PhD students: Choose A) **or** B) – see below | 1. B)
 |
| Date:  | Applicants signature:  |
| **NB! Regarding reimbursement in RejsUd** (Aarhus University travel and expense system)**:*****For PhD students not employed at Aarhus University*** (for example 3+5/4+4 PhD students before obtaining a Master’s degree), the grant will be given as expense reimbursement claim (in Danish: Udgiftsafregning) in RejsUd.*This means that all receipts for the reimbursable expenses must be kept and uploaded when making the reimbursements.****For AU employed PhD students***, ***the grant will be given in one of two ways:*** 1. **Daily/hourly allowance (in Danish: time-dagpenge) in RejsUd.***This type of reimbursement cannot be claimed in advance. Daily/hourly allowances can only be claimed once a month for the past month abroad.*
2. Expense claim reimbursement (in Danish: Udgiftsafregning) in RejsUd.*All receipts for the reimbursable expenses must be kept and uploaded when making the reimbursements.*

**Therefore, if you are an AU employed PhD student please choose either A or B above in the box.**(If you’re an AU employed PhD student and fail to choose either A og B, or if you mark both A and B, then the grant will be given as daily/hourly allowance.)For questions regarding reimbursements and general information on travels as an employee at Aarhus University (including how to create a profile in RejsUd, and Aarhus University’s travel policy), please consult the AU staff service page on travel booking and expense reimbursement [HERE](https://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/).**Main supervisor approval:**The stay abroad is approved and recommended by the main supervisor:  |
| Name of main supervisor: |  |
| Date:  | Main supervisors signature:  |

 **Budget – application for stay abroad**Please fill out the budget form below where applicable for your application. Please DO NOT change or add any topics to the list.

|  |  |
| --- | --- |
| **Expenses** | **DKK** |
| Return plane ticket |  |
| Housing expenses at the destination |  |
| Food |  |
| Public transportation to and from the airport |  |
| Attendance fees for conferences (during the stay abroad) |  |
| Materials for research conferences (during the stay abroad) |  |
| Visa |  |
| Participation in courses at PhD level and of relevance to the PhD project while abroad. The courses must be pre-approved by the main supervisor |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total:** |  |
|  |  |
| **Applying for:** |  |
|  |  |
|  |  |

 **NB! Other financing sources (i.e. other funds/projects/department/supervisors grants) must not cover the same expenses as those applied for in this GSNS grant application.**

* The GSNS does not support the following expenses: Expenses usually covered by yourself cannot be reimbursed (e.g. laundry, daily transport etc.)
* Travels in your own car
* Insurances (for travel insurance, please consult the [AU staff service page on travel insurance](http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/travel-insurance/))

Please send the application and budget to the Graduate School of Natural Sciences at GSSTgrants@au.dk.