

## Application for funding to stay(s) abroad, min. 3 months

Please make sure that you have read the application criteria regarding GSNS's financial support for stays abroad as stated on the [website](#).

Your main supervisor must approve the application by signing page 2.

Name of PhD student:	
PhD program:	
Duration of stay(s)	
Visiting institution(s):	
Country(s):	
Previous connection to the institution(s):	
Amount applied for (DKK) max. 20.000 DKK :	
Short description of purpose of the stay(s) abroad:	
Only relevant for employed PhD students (see below):	A <input type="checkbox"/> B <input type="checkbox"/>
Date:	Applicants signature:

**NB! Regarding reimbursement in [RejsUd](#)** (AU's 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:**

- A) **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.*
- B) 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](#).

### 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.

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	
<b>Total:</b>	
<b>Applying for from GSNS (max. DKK 20,000):</b>	

**NB! Other financing sources (regardless which) must not cover the same expenses as those applied for in this GSNS grant application.**

- GSNS does not support the following expenses: Expenses usually covered by yourself cannot be reimbursed (e.g. laundry, daily transport, etc.)
- Travel in your own car
- Insurances (for travel insurance, please consult the [AU staff service page on travel insurance](#))

Please send the application and budget to the Graduate School of Natural Sciences at [GSSTgrants@au.dk](mailto:GSSTgrants@au.dk).

### If you are employed, please note the following

Due to Danish legislation, you must inform your PhD partner, when your stay abroad exceeds four consecutive weeks. In order for GSNS to draw up an Addendum to your Employment letter, please [complete this form](#) and send it to [your PhD partner](#) no later than 2 weeks before the start of your stay abroad.