

## Information on Application Travel Cost Subsidy

for members of the Potsdam Graduate School / Postdocs

Status: September 2020

The Potsdam Graduate School (PoGS) grants travel cost subsidies and/or attendance fee subsidies to temporary employed postdocs, juniorprofessors or newly appointed professors at the University of Potsdam to attend scientific events (e.g. congress, symposium, colloquium, summer schools etc.). Travel cost subsidies provide the opportunity to present research results and to make them accessible to a scientific audience. Applications are considered within the limits of available means.

### APPLICATION DEADLINE

There is no application deadline. You can submit your application for travel costs or attendance fee subsidies at any time but it has to be done **prior to the start of journey**.

The PoGS will answer your request as soon as possible in consideration of the submission date.

### CONDITIONS FOR SUBSIDY

1. Membership in the Potsdam Graduate School.
2. Presentation of your own research results as poster or talk in a scientific meeting or a summer school. The contribution should already be accepted. Of course we also encourage participation in virtual conferences.
3. Obligation to report: You have to hand in a short, informal report via email to the PoGS no later than four weeks after the termination of funding ([pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de)).

### THIRD-PARTY AND PROJECT FUNDS

If your trip is financed by third-party or project funds (e.g. DFG), a subsidy by the PoGS is not possible afterwards. A grant from the Potsdam Graduate School represents additional own funds, which would reduce the original grant from the funding agency. This fact would have to be reported to the funding agency. Please also note the guidelines of the respective funding agency. In individual cases, please contact us before submitting your application.

### SETTLEMENT OF ACCOUNTS

As soon as your application is considered you will receive information on terms of use details on settlement of accounts. Your faculty/institute/professorship is responsible for billing the allocated funds. All necessary documents (business travel application, travel costs reimbursement form etc.) must first be handed in there (**not** to the Potsdam Graduate School). Please contact your responsible head of administration in this regard. Please note that travel expenses are reimbursed by the PoGS in accordance with the German Travel Expenses Act (BRKG).

### PRE-PAYMENT

You can receive a pre-payment of maximum 80% of the expected costs if your travel expenses exceed 200 Euro. The application and settlement of account will be effected by your faculty/institute/professorship.

The settlement of account has to be done **within 4 weeks after** returning.

If you have any questions, please don't hesitate to contact us: [pogs@uni-potsdam.de](mailto:pogs@uni-potsdam.de).