Department of Political Science, Aarhus University

Application for travel subsidy

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| Name:  |

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| Name and place of conference, course, workshop, meeting*(E.g. APSA, Los Angeles from Aug. 30 to Sep. 4, 2023)* |

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| --- | --- |
| **Expenses:** | **Amount and currency** |
| Transportation to and from destination:*(Airline tickets can only be booked with CWT or directly with an airline)* |  |
| Conference fee:  |  |
| Membership: |  |
| Hotel/lodging: |  |
| Other: |  |  |
| Hotel/lodging (no. of nights): |  |  |
| Total: | \* |

\* The authorized amount may only be used for the trip specified above.

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| Funded by: | Department | 90203 |  |
| Project no.: |  | Project name: |  |

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| Are you presenting a paper in connection with the trip? | Yes: |  | No: |  |
| Have you attended or will you attend other conferences this year? | Yes: |  | No: |  |

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| --- | --- |
| Date: | Applicant’s signature: |
| Date: | Department’s approval: |

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| I wish to apply for per diem\**(only for trips exceeding 24 hours)*  | Yes: |  | No: |  |
| ***\*Please submit ”Travel expense form” along with any receipts. Download the form here:*** [Travel and conferences (au.dk)](https://ps.medarbejdere.au.dk/en/administrative-support/travel-and-conferences) |

 **NB:** **If you receive per diem, you can only claim for transportation from your workplace to the conference/hotel and back.**