



## Instructions for the Payment of Travel Grants

Travel Grant approved by the Head of Section\*

*\*for the ,One-Off Travel Grant', approval by the Leadership Cttee of the DocSchool*

Travel completed, receipts collected

I am employed by Uni Vienna (PraeDoc, Assistant, Project)

I am **not** employed by Uni Vienna

Log in to ,hrfi.univie.ac.at'

Write an e-mail to ,ds.philkult@univie.ac.at' with:

Fill in ,Travel Accounting'

'Contact person': Name of Head of Section

'Unit': 450 Dekanat der Philologisch-Kulturwissenschaftlichen Fakultät

'Cost centre': 845000 DocSchool

Enter and upload receipts\*

1. Completed Travel Grant form signed by Head of Section

2. Name, e-mail address, private address

3. Details of your bank account (name on account, name of bank, IBAN number)

4. Scans of the travel receipts\* (travel, hotel etc.)

**NB: When you upload the invoices, do not write the actual sum into the box 'Amount' but only one of the following limits of the DocSchool: €300 (Austria), €500 (Europe), €800 (beyond Europe) (unless the costs are under these limits)**

Submit the application electronically

Coordinator sends the application electronically to the Finance Dept

The Coordinator will, as comptroller, only approve applications with the €300/500/800 limits

Formal comptrolling of the application by Leadership Team and Coordinator (€300/500/800)

Payment

Payment

**\*only the actual receipts or invoices, NOT reservations etc.  
e.g. NO invoices from booking.com, edreams.com BUT receipts from the hotel itself**