

Instructions for the Payment of Short-Term Research Abroad Scholarship

Short-Term Research Abroad Scholarship approved by **Leadership Cttee** Travel completed, receipts collected I am employed by Uni Vienna I am **not** employed by Uni Vienna (PraeDoc, Assistant, Project) Write an e-mail to ,ds.philkult@univie.ac.at' with: Log in to ,hrfi.univie.ac.at' 1. Completed Short-Term Research Fill in ,Travel Accounting' Abroad Scholarship form signed by Head of Section 'Contact person': Name of Head of Section 2. Name, e-mail address, private address 'Unit': 450 Dekanat der Philologisch-3. Details of your bank account (name on Kulturwissenschaftlichen Fakultät account, name of bank, IBAN number) 'Cost centre': 845000 DocSchool *only the actual 4. Scans of the travel receipts* (travel, receipts or invoices, hotel etc.) Enter and upload receipts* not reservations etc. NB: When you upload the invoices, do not write the actual sum into the box 'Amount' but only one of the following limits depending on the decision you received from the **Leadership Cttee:** €1000 for one month; €2000 for two months; €3000 für Coordinator sends the three months application electronically to the Finance Dept Submit the application electronically Formal comptrolling of the application by The Coordinator will, as comptroller, only approve Leadership Team and Coordinator applications with the respective limits Payment **Payment**