

HCM Travel Support

Funding guidelines for Members of the Research Areas and IRUs

HCM has a dedicated budget to financially support business travel of members of our Research Areas (RAs) and Interdisciplinary Research Units (IRUs). HCM members and associate members are eligible to apply for travel funding. HSM members – postdocs and PhD students – ought to apply via HSM. Our goal is to support as many trips as possible that are valuable to your research and fall within the scope of HCM. In order to ensure a fair distribution of our limited resources, and as a public DFG-funded institution committed to the principles of economy and frugality, we have established the following funding guidelines:

1. Eligibility

To be eligible to receive financial support for your own business trip, you need to:

- be a member or an associate member of HCM and be affiliated with an RA or IRU
- submit your travel application at least six weeks before traveling
- receive the approval of the relevant RA or IRU Leaders

2. Financial Assistance

Our travel funding is designed to offer financial assistance according to fair principles. We are not able to guarantee full coverage of your travel costs. In particular:

- We only reimburse economy class flight and train travel within reasonable amounts. We might set caps on the flight costs we can reimburse based on destination and travel time.
- We reimburse reasonable local accommodation costs. We might set caps on the hotel costs we can reimburse based on location and travel time.
- We can reimburse registration fees, but no additional fees for conference dinners, receptions or social activities. Use early registration fees where possible.
- If the financial situation of the HCM travel fund requires it, we can offer a set total amount as a travel assistance for a trip that can be applied towards a reimbursement of the travel costs.
- All business travel and travel reimbursement is additionally subject to the rules and guidelines of the university and their travel office: <https://confluence.team.uni-bonn.de/display/UNISERVICEPORT/Dienstreisen>

We advise you to plan and book early. We also advise you to tap alternative funding sources for co-funding.

3. Application and Decision Process

You need to apply at least 6 weeks before the intended travel using the online form in our intranet: <https://www.mathematics.uni-bonn.de/hcm/intranet/application-for-travel-ra-iru>

Please, provide a clear and informative justification for your travel and a reasonable financial estimate of the costs.

Your application will be decided in consultation with the Research Area Leaders. Please make sure to select the correct RA, so your application can be forwarded accordingly.

You will receive a decision with clearly specified conditions on the financial support we can offer.

4. Travel Reimbursement

You are responsible for securing a permission to travel as well as satisfy all other travel requirements that depend on your destination and the length of your trip in advance. You can find all information here (unfortunately only in German, please ask if you need help): <https://confluence.team.uni-bonn.de/display/UNISERVICEPORT/Dienstreisen>

All employees of the University of Bonn with SAP access are to handle their travel expenses digitally via the digital Travel Self Service system of the university to request travel permissions and to submit travel reimbursements after the trips. This greatly expedites the processes. If you need more information, ask the administrative assistant of your research group.

To avoid advancing large sums of money, you can ask for a travel advance payment of 80% of the travel costs in your Travel Self Service app under "Advance payment".

When preparing your travel reimbursement, you need to make sure to respect the conditions of your HCM travel funding grant.

We appreciate your support and understanding!

Your HCM Team

Contact for travel applications and support:

- Business Trips' Applications:
Alena Weissgerber, travel@hcm.uni-bonn.de, Tel. 73 100026