

## **HCM Travel Support**

### **Funding guidelines for Research Areas' Guests**

HCM has a dedicated budget to financially support guest visits related to our Research Areas (RAs) and Interdisciplinary Research Units (IRUs). HCM members and associate members are eligible to apply for guest funding. Our goal is to support as many visits as possible that are valuable to your research and fall within the research 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 a guest's visit, you need to:

- be a member or an associate member of HCM and be affiliated with an RA or IRU
- submit your guest's application at least six weeks before the visit of your guest
- receive the approval of the relevant RA or IRU leader

#### **2. Financial Assistance**

Our travel funding is designed to offer financial assistance according to fair principles. We cannot guarantee full coverage of your guest's travel and accommodation 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.
- We reimburse reasonable local accommodation costs and might set caps.
- We do not pay daily allowances (per diems) to visitors (as it is against the rules of the university).
- If the financial situation of the HCM travel fund requires it, we can offer a set total amount as a travel assistance for a guest's stay, that can be applied towards a reimbursement of the travel costs.

#### **3. Application and Decision Process**

You need to apply at least 6 weeks before the intended visit using the online form in our intranet:

Guest visit: [https://www.mathematics.uni-bonn.de/hcm/intranet/copy\\_of\\_application-for-travel-ra-iru](https://www.mathematics.uni-bonn.de/hcm/intranet/copy_of_application-for-travel-ra-iru)

Please, provide a clear and informative justification for the guest's visit 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. HCM provides assistance for finding accommodation in Bonn for your visitors if needed. If you would like to receive this assistance, you need to indicate this at the time of application.

#### **4. Travel Reimbursement**

HCM sends visitors a confirmation and the amount of the financial support by e-mail upon approval of the RA leaders and HCM finance staff. A Travel Expense Claim Form is attached, that visitors need to complete in full after their stay, sign and send in with all receipts

- either by email to [pavel.barikin@hcm.uni-bonn.de](mailto:pavel.barikin@hcm.uni-bonn.de)
- or by post to:  
Pavel Barikin  
HCM  
Endenicher Allee 62  
53115 Bonn

Advance payments are not possible for guests.

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

We appreciate your understanding of these guidelines.

Contact for guest visits' applications and support:

Pavel Barikin, [pavel.barikin@hcm.uni-bonn.de](mailto:pavel.barikin@hcm.uni-bonn.de), Tel. 73 62266