

## HSM Travel Support - Funding Guidelines

HSM has a dedicated budget to financially support business travel of PhD students and postdocs. Our goal is to support many of the trips that are valuable for your research as possible. Because we need 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 instituted the following funding guidelines:

### 1. Eligibility

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

- be a member of HSM
- submit your travel application at least six weeks before traveling

PhD students in addition need to

- be within the first four years of their PhD at time of travel
- have the support of their supervisor for their trip
- fulfill all of the requirements as a BIGS PhD student (mentor, poster session etc.)

We financially support trips to take part in conferences, workshops and schools, as well as short research visits (for longer visits we offer the independently funded Global Math Exchange Program). It is an advantage, if you are giving a talk or making another active contribution.

### 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 do not pay daily allowances (per diems) for your trip.
- We can reimburse registration fees, but no additional fees for conference dinners, receptions or social activities. Use early registration fees.
- If you have already received funding for a trip in a given year, or if the financial situation of the HSM travel fund requires this, 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, and to make use of discounts for early registration to events and special support offered to early-career researchers. 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 here:

[https://www.mathematics.uni-bonn.de/hsm-school/service/application\\_travel\\_hsm2](https://www.mathematics.uni-bonn.de/hsm-school/service/application_travel_hsm2)

Please, provide a clear, specific and informative justification for your travel and a reasonable financial estimate of the costs. Late applications will only be granted in exceptional circumstances. If you apply less than 6 weeks before traveling, you must provide a clear justification.

Your application will be decided by the Directors of HSM. If your trip incurs substantial costs, if you have already received substantial funding the relevant year, or if there is need for discussion, the Directors will forward your application to the HSM Executive Committee for a decision. You will receive a decision with clearly specified conditions on the financial support we can offer.

### **4. Support for Early Career Researchers with Dependents**

If you are traveling with a small child in need of your care, you may qualify for additional support of up to 600 Euros. If this applies to your situation, we encourage you to reach out for further information and guidance.

### **5. Travel Permits and 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 of your trip. 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>
- We strongly urge you to use the digital travel self-service system of the university to request travel permissions, and to submit travel reimbursements after your travels. This will greatly expedite 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 of 80% of the travel costs with a form on the webpage above.
- When preparing your travel reimbursement, you need to make sure to respect the conditions of your HSM travel funding award.

We appreciate your understanding of these guidelines, and we remain committed to supporting your research and conference trips. Should you have any questions or require further clarification, please do not hesitate to contact us.

Contact for travel applications and support:

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