**Application for additional travel funding**

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| --- | --- |
| **Information of the applicant** | |
| **Name** |  |
| **AU-ID** |  |
| **Email** |  |
| **Enrolment period** | From to |
| **Financing** | Faculty of Arts  Other financing. Which: |
| **Have you previously received extra travel funding from the Graduate School?** | Yes  No |
| **Do you expect to submit further applications to the Graduate School?** | Yes  No |
| **Did you, in connection with your application for the PhD scholarship, inform that you might need additional travel funding?** | Yes  No |
| **Information about the travel** | |
| **Destination (city, country)** |  |
| **Institution** |  |
| **Period (date, month, year)** | From to |
| **Short description of the travel/activity including the purpose and the necessity for your PhD project** |  |
| **Statement of regular travel account** | |
| **Overview of the use of your regular travel ­account** | **Destination:**  **Period:** to  **Purpose:**  **Total amount:** DKK |
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| **Destination:**  **Period:** to  **Purpose:**  **Total amount:** DKK |
| **Destination:**  **Period:** to  **Purpose:**  **Total amount:** DKK |
| **Other expenses:**  **Total amount:** DKK |
| **Amount spent** | DKK |
| **Application for funding from other sources** | |
| **Enclose a copy of the application/grant.**  **Please name the file after the fund** | **Fund’s name:**  **Amount applied for:**  **Have you been granted the amount?**  Yes. Please enter the amount:  No/Rejection  Application hasn’t been processed yet |
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| **Budget for the travel/activity** | |
| Fill in the following budget/statement of expected expenses. The expense categories that the travel funds may be used for are stated below.  Expenses for local transport, meals, telephony, etc., are not covered and should not be reported. | |
| **Travel expenses (To and from your destination)** | DKK |
| **Expenses for accommodation** | DKK |
| **Visa, tuition fees, conference/courses fees** | DKK |
|  | DKK |
|  | DKK |
|  | DKK |
|  | DKK |
| **Summary of finances** | |
| **Total budget** | DKK |
| **Remaining amount of regular travel funds** | DKK |
| **Total amounts from funds, scholarships, etc. (if granted)** | DKK |
| **Total amount requested for coverage from the Graduate School** | DKK |
| **The application should be sent to your PhD administrator via email.** | |
| **The main supervisor and PhD Programme Director have approved the trip in connection with the last evaluation in MyPhD** | Yes  No |
| **PhD Students signature** | 26-02-2025 Signature |