

APPLICATION

for a travel expense contribution - page 1/4



IMPORTANT!

Please make sure that your details and the documents are submitted completely and read the entire application carefully! An incorrect or incomplete application can not be filed! It's the students responsibility to submit everything correctly, the ASTA has no capacities to point out invalid applications.

1. Personal data

Last name, first name: _____

Matriculation number: _____

Course of study, Major: _____

Adress: _____

Email: _____

2. About the event

Name of event: _____

Place and time: _____

Brief description: _____

3. Details on the journey

Date of outward journey: _____

Date of return journey: _____

Travel costs paid for both journeys: _____

I travelled by public transportation

I drove by car

Kilometers travelled: _____

I took my own dar

I drove by myself

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- I gave a ride to: (Individuals have to be enrolled at Hochschule für Musik Freiburg as well)

Name, matriculation number, signature

1. _____

2. _____

3. _____

4. _____

- I drove a rental car (carsharing/Grüne Flotte etc.)

4. Bank details

Bank: _____

Account holder: _____

IBAN: _____

BIC: _____

No travel expenses can be reimbursed without the required receipts.

I hereby declare that I read and accept the instructions given below. Furthermore, I affirm that I have not already claimed the costs for the indicated journeys elsewhere.

X

Place, date, signature

TO BE FILLED BY THE ASTA!

Dieses Formular gilt gleichzeitig als Auszahlungsanordnung.

Höhe des Zuschusses: _____ Mittel und Ausgabentitel: _____ Haushaltsjahr: _____
_____ € _____

Bewilligt durch Beschluss des ASTa vom: _____

Sachlich und rechnerisch richtig _____ Auszahlung angeordnet durch _____

_____ Datum und Unterschrift

_____ Datum und Unterschrift

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IMPORTANT INFORMATION

The subsidy of travel costs for study purposes from the budget of the AStA of the Freiburg University of Music is an offer that can only be maintained if all those involved deal with it honestly and responsibly. If it turns out that this offer is being abused, the AStA can withdraw this offer.

§1 What is subsidised

- (1) This application can only be used to subsidise travel costs for events that serve study-related further education. These include competitions, master classes, auditions, specialist lectures and university policy events. Events at which a fee is paid will not be subsidised. The AStA can always decide not to subsidise the travel costs or to only subsidise a certain amount.
- (2) Travel expenses are subsidised for journeys by public transport, by own or borrowed car. Travel in another person's car can also be subsidised, but the applicant must always be the person driving. Flights are not subsidised. Tickets for short distance traffic offers, e. g. city tickets are not subsidised. The „Deutschlandticket“ is subsidised with 20EUR.
- (3) Only travel costs of students enrolled at the Freiburg University of Music can be subsidised.
- (4) Since the AStA has a limited budget available for travel expenses, the approval of the subsidy and the amount of the individual subsidies depends on the number of applications received. There is no entitlement to a subsidy for travel expenses.

§2 Amount of contribution

The following guidelines apply when calculating the contribution:

- (1) As a rule, the full amount of the travel expenses is subsidised. However, each student can receive a maximum of 100€ per semester. Amounts of less than 15€ will not be transferred.
- (2) For journeys by public transport, only 2nd class fares are subsidised.
- (3) For journeys with own or borrowed cars, the calculation is based on a flat rate of 30ct per kilometer.
- (4) For journeys in which other students of the Freiburg University of Music are taken along, the amount of travel expenses is divided by the number of all persons in the car and calculated per person. The complete allowance for all persons will be paid to the person submitting the application.

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§3 How the application process works

- (1) Applications for travel subsidies can only be submitted by students enrolled at the Freiburg University of Music.
- (2) For each application submitted, the subsidy of the outward and return travel expenses for one event can be claimed.
- (3) Travel expenses can only be subsidised retrospectively.
- (4) The journey may be made no earlier than two days before the start of the event and no later than two days after the end of the event.
- (5) The application for a subsidy must be submitted in writing to the AStA using the form provided, **no later than one month after** the end of the event.
All necessary documents need be submitted before this deadline otherwise the application is **invalid**.
- (6) The following documents must be submitted to the AStA:
 - a) The filled out application form (page 1 and 2)
 - b) A confirmation of attendance for the relevant event (copy) including a confirmation that no (or how much) travel expenses were subsidised by the organiser of the event
 - c) If travelling by public transport: The original ticket, the paid amount must be evident
 - d) In case of a journey with own car: The original fuel receipt
 - e) In case of a journey with a rented car: Invoice of the provider with kilometer count.
- (7) All documents that are to be submitted must be placed in an envelope in the AStA letterbox outside room 099 or scanned and sent by e-mail to asta@mh-freiburg.
- (8) After the end of the application period, the AStA decides on the approval and amount of the travel allowance and forwards the application to the administration of the Hochschule für Musik Freiburg. They will then make the transfer. The students are not entitled to a retribution, every application is decided by the AStA.
- (9) If travel expenses are subsidised by another party (e.g., the Förderverein der Hochschule), the AStA can only provide a subsidy if the partial subsidy entails less than 50% of the paid amount. In this case the remaining amount can be subsidised by the AStA (<100EUR). Multiple subsidies will be reviewed by the AStA.