

# APPLICATION

## for a travel expenses contribution



### 1. Personal Data

Last Name, First Name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Course of study, Major: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail address: \_\_\_\_\_

### 2. About the event

Name of the event: \_\_\_\_\_

Location and time: \_\_\_\_\_

Brief description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Details of the journey

Day of outward journey: \_\_\_\_\_

Day of return journey: \_\_\_\_\_

Travel expenses for  
outward and return journey: \_\_\_\_\_

I travelled by public transport.

I travelled by car.

Kilometres travelled: \_\_\_\_\_

# APPLICATION

## for a travel expenses contribution



- Travel with own car.
- I drove alone.
- I have taken the following persons with me (These persons must be students at the Freiburg University of Music)

	<u>Name</u>	<u>Signature</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

- Travel by rented car (Carsharing/Grüne Flotte etc.).

### 4. Bank details

Banking institution: \_\_\_\_\_

Accountholder: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC: \_\_\_\_\_

### No travel expenses can be reimbursed without the required receipts.

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

\_\_\_\_\_  
Place, date, signature

### TO BE FILLED IN 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

# APPLICATION

## for a travel expenses contribution



## IMPORTANT INFORMATION

The subsidisation 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.
- (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.
- (3) Only travel costs of students enrolled at the Freiburg University of Music can be subsidised.
- (4) Since the AStA only 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 the 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. Transfers of less than 15€ will not be made.
- (2) For journeys by public transport, the 2nd class fare is subsidised.
- (3) For journeys with own or borrowed cars, the calculation is based on a flat rate per kilometre of 30 ct.
- (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.

# APPLICATION

## for a travel expenses contribution



### §3 How does the application process work

- (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.
- (6) The following documents must be submitted to the AStA together with the application:
  - a) A confirmation of attendance for the relevant event (copy).
  - b) If travelling by public transport: The original ticket.
  - c) In case of a journey with own car: The original fuel receipt
  - d) In case of a journey with a rented car: Invoice of the provider with kilometre count.
- (7) All documents 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](mailto:asta@mh-freiburg).
- (8) After the end of the application period, the AStA decides on the approval and amount of the travel allowance and transfers the approved amount promptly.
- (9) If travel expenses are subsidised by another party (e.g., the Förderverein der Hochschule), the AStA cannot provide a subsidy. Multiple subsidies will be reviewed by the AStA.