

Please submit the filled form to



PRISMA+ Cluster of Excellence

Staudingerweg 9 (Raum 02-428)

55128 Mainz

E-Mail: prisma@uni-mainz.de

### Application for Travel/Reiseauftrag

for doctoral students of PRISMA+ (if on TV-L you need to fill "Reiseantrag" as well)

Germany

other countries

#### Purpose of Travel

Conference

Secondment

Mentor visit

Summer/Winter school

#### Contribution (needs to be proven later)

Poster

Talk

Other: \_\_\_\_\_

\_\_\_\_\_  
Last Name, first name of applicant

\_\_\_\_\_  
Institute, institution of applicant

\_\_\_\_\_  
Group Leader

Herby I apply for approval of financial support of the following travel to \_\_\_\_\_

\_\_\_\_\_  
Name of event/conference/school etc.

a) \_\_\_\_\_  
City

b) from: \_\_\_\_\_  
(Dates of travel )

until \_\_\_\_\_

\_\_\_\_\_  
Country

from: \_\_\_\_\_  
(Beginning and end of duties)

until \_\_\_\_\_

c) Payee

Kostenträger:

Kostenstelle:

Abrech.obj.:

FiBu: 68523

to be filled by PRISMA+

d) Expected costs in Euro

Total (in EUR) \_\_\_\_\_

Please attach a detailed list to your application

e) Bank Details and signature of applicant

\_\_\_\_\_  
Bank name

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Sort code (BLZ)

\_\_\_\_\_  
Date and signature of applicant

I would like to apply for an advance payment  
(Abschlag)

f) Approval by PRISMA Coordination Office

Application granted without daily allowance (Tagegeld)

Application granted with daily allowance (Tagegeld)

Application granted with the following exceptions: \_\_\_\_\_

Application not granted Reason(s): \_\_\_\_\_

Advance payment granted Amount: \_\_\_\_\_

\_\_\_\_\_  
Last Name, first name (please print)

\_\_\_\_\_  
Date and signature