



MEDIZINISCHE
FAKULTÄT
HEIDELBERG

Travel Expenses Reimbursement for Heidelberg Faculty of Medicine Career Development Programs

(Travel Cost Reimbursement may be applied to for the following programs: Clinician Scientist Program, Medical Scientist Program, Medical Data Scientist Program, Rahel Goitein-Straus-Program, Olympia Morata Program of Medicine)

As part of the aforementioned programs, the Heidelberg Faculty of Medicine provides a total of 1.500 € in travel funds for active participation in national and international conferences, in which candidates present their research projects in the form of a poster or oral presentation. Alternatively, and pending approval, the acquisition of specific methodological knowledge at an external institute, the participation in a methodology course or similar endeavors may be financially supported within the program.

- **A maximum of 1.500€ in expenses** (see above) may be reimbursed over the candidate's entire funding period within the program.
- This amount may be allocated over several trips.
- Expenses exceeding the 1.500€ must be borne/covered by another account or by the candidate privately.
- Proof of active participation in the conference, convention or congress must be provided (confirmation of acceptance of the abstract is sufficient).

Procedure:

1. Submit an informal application for reimbursement which includes the date(s), duration, purpose and expected costs to be incurred to the [Dean's Office for Research](#) **PRIOR** to the start of the travel.
2. Fill out the [business trip approval form \(Dienstreiseantrag\)](#) and have it signed by the head of department/institute/clinic.
3. **AFTER** the trip: Complete the [travel expense report form \(Reisekostenabrechnung\)](#) and have it signed by the head of department/institute/clinic.
 - a. Indicate participation in the Career Development Program by "Kostenstelle (expense account)": e.g. "Clinician Scientist Program MFHD"
 - b. If applicable, indicate another account for the repayment of costs exceeding the allotted 1.500€ for your fellowship
4. Send the business trip approval and travel expense form along with payment receipts (e.g. hotel invoice) and proof of active participation in the conference to career.development@med.uni-heidelberg.de.
5. Documents will be processed by the Dean's Office for Research (*Forschungsdekanat*) and forwarded to the *Reisemanagement* office.

6. The travel expenses will be verified by the *Reisemanagement* office, and reimbursement for travel expenses will be arranged.

All valid regulations for the [execution of business travel at the Heidelberg University Hospital](#) according to the Baden-Württemberg State Travel Expenses Act (LRKG BaWü) apply to travel expenses reimbursed through the Heidelberg Faculty of Medicine.