



### **Reimbursement of travel expenses for PhD examiners**

For external PhD examiners, travel expenses relating to the examination may be refunded.

Costs for an overnight stay as well as transport expenses (e.g., train, flight) for an examination can be refunded.

The following information is required for this:

1. Informal letter to [vr-lehre@i-med.ac.at](mailto:vr-lehre@i-med.ac.at) (e-mail is sufficient)
2. List of approximate costs
3. Name of the candidate
4. Date of the examination
5. Name of the external examiner

The application may be submitted by the supervisor anytime but, in any case, it must be submitted **BEFORE** the PhD examination. Notification on the decision for funding will be sent to the supervisor by mail.

If the external PhD examiner gives a lecture during this period, the costs for an additional overnight stay must be paid via the respective project. Please note that costs for external examiners from FWF-funded PhD programs are already covered by reciprocal funding from the university and therefore cannot be requested.

Please forward the documents listed below to the office of the Vice-Rector for Teaching and Study Matters, Attn: Silvia Zorn, BA.

1. Reimbursement form
2. Original invoice for overnight stay
3. Original invoice for train/flight ticket(s)
4. Confirmation of payment (e.g., credit card statement), if applicable