

**Application form for the subsidy of travel and attendance
fees for training courses by the Equal Opportunities
Commision of the Faculty of Humanities**

date

last name, first name

bank name

street, house number

IBAN

postcode, town

BIC

e-mail

department, institute, section (as necessary)

tax number

date of birth

current employment status /professional position : full/part-time %

scholarship ☐ yes ☐ no

amount of the scholarship: €

third -party funding project (e.g. SFB): ☐ yes ☐ no

**I attest that my travel expenses cannot be covered by my
workplace/scholarship/research project : ☐ yes**

Have you participated in or organized a training program?

☐ participated

☐ organized

title, date and location of the training program:

A brief explanation of the relevance to your career / dissertation / habilitation project

Statement of costs applied for:

Please note that meal expenses cannot be claimed. Please keep in mind when submitting your application: original receipts must be submitted, no prints, copies or scans unless validated. The submitted receipts must cover the total costs.

travel costs	
accommodation costs	
attendance fees	
costs of child care	
total costs	

Here you can explain why your application is particularly worthy of funding:

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Recommendation by a superior / mentor / supervisor:

name: _____

I hereby confirm the information provided above and I recommend supporting this trip:

☐ yes

☐ no

(date, place) (Signature of the superior or mentor)