**Application for funding to stay abroad (incl. courses)**

Please find our rules here:

[**Going abroad**: http://phd.health.au.dk/doingaphd/changeofresearchenvironment/ researchstayabroad/](http://phd.health.au.dk/doingaphd/changeofresearchenvironment/researchstayabroad/)

[**Courses in formalised collaboration**: http://phd.health.au.dk/doingaphd/phdcourses/ externalcourses/internationalcoursecollaboration/](http://phd.health.au.dk/doingaphd/phdcourses/externalcourses/internationalcoursecollaboration/)

*Applications must be submitted no later than 14 days before participation in a course/your stay abroad*

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s name: |       | AU ID.:  |       |
| E-mail:  |       |
| Programme:  |       |
| Applying for funding for:  | Longer stay abroad [ ]  | Course [ ]  |
| *The course needs to be preapproved, unless offered in a formalised collaboration.* |
| Date of stay: from Click here to enter a date. to Click here to enter a date. |
| Host department:  |       |
| Amount applied for (DKK):  |       |

|  |
| --- |
| Short description of course or purpose of the stay abroad: |
|       |
| Date: Click here to enter a date. | Applicant’s signature:  |

The stay abroad/course participation is approved and recommended by the main supervisor:

|  |  |
| --- | --- |
| Date: Click here to enter a date. | Main supervisor’s signature: |
|  |

**Budget – application for stay abroad (incl. courses)**

Please fill out the budget form below where applicable for your application.

|  |  |
| --- | --- |
| **Expenses** | **DKK** |
| Return plane ticket |       |
| Accommodation |       |
| Public transportation to and from the airport (at the destination) |       |
| Tuition fee/PhD course fee |       |
| Conference attendance fee (longer stays abroad) |       |
| Visa |       |
| Relocation expenses |       |
| Material/equipment for experiments |       |
| Other (please specify)  |  |
|       |       |
|       |       |
|       |       |
| **Sub-total** |  |
|  |       |
| **Other income** |  |
|       |       |
|       |       |
|       |       |
| **Total** |  |
|  |       |
| **Applying for** |       |

The Graduate School of Health does not support the following expenses:

* Expenses usually covered by yourself cannot be reimbursed (e.g. food, laundry, daily transport, expenses related to accompanying family)
* Expenses to furniture, kitchen equipment etc. in connection with relocation
* Travels in your own car
* Daily/hourly allowance
* Insurances (for travel insurance, please consult the [AU staff service page on travel insurance](http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/travel-insurance/))

# How to submit

**Stay abroad**: Please submit this form as well as an invitation and/or programme from your host department (if applicable).

**Courses**: Please submit this form and a pre-approval of the course (pre-approval is not relevant, if the course is offered in a formalized collaboration)

## Please submit to: graduateschoolhealth@au.dk