**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](mailto:graduateschoolhealth@au.dk)