

## Information on the cost and financing plan for the funding of conference/exhibition visits

### Costs

Outline the fixed and variable costs for:

- travel to/from the event
- on-site mobility
- accommodation
- other costs, e.g. material costs, fees, etc.

### Financing

Detail how the costs should be covered by the requested funding and other financing. The calculation should specify:

- use of the funding to subsidise travel expenses
- use of the funding to subsidise accommodation costs
- use of the funding to subsidise participation fees
- personal financial contribution
- third-party grants (differentiate between requested grants pending approval and approved grants)

### Important notes:

#### 1. Eligible costs for participation **in presence**:

- Travel and accommodation costs (based on the Thuringian Travel Expenses Act) of up to 100 euros per day (5-day stay = max. funding amount of 500 euros)
- Participation fees of up to 250 euros. This does not apply to academic and artistic staff employed at a university or non-university research institution.

**Flight costs** for trips with less than 1.000 km distance can only be funded if one-way travel time is min. 12 hours (acc. the Thuringian Travel Expenses Act as well as resolution of universities directorate per 17.02.2021). In justified exceptional cases, the Commission will decide on the funding of air travel costs.

**Sustainability supplement:** If at least 70% of the actual travel costs for sustainable travel (by bus, train and carpooling) are not covered by the funding amount, a sustainability supplement of up to 50 euros can be granted as part of the funding settlement.

#### 2. Eligible costs for **online participation**:

- Participation fees of up to 250.00 euros

**Be aware that the funding is intended to subsidise costs for a maximum of five 5 travel days. Travel. The duration of the journey should be appropriate to the duration of the event and the means of transport.**

**Third-party grants** include all financing not provided by the Bauhaus Research School or applicant (personal financial contribution). If costs are covered by third parties, please attach the corresponding proof of the type and amount of financing provided to your application.