

May 2021

QGG guidelines for PhD travels

Conferences, courses

Any expenses related to courses, conferences etc. must be covered by the project the PhD student is working on – or the GSTS grant.

If the expenses cannot be covered, the PhD student or the supervisor needs to make a budget with all the expenses (flight, accommodation, visa, conference fee and daily allowance, etc.) and then contact Goutam Sahana, QGG PhD Chairman for an approval prior to the travel and before you spend any money related to the trip.

QGG will pay full daily allowances; this money will e.g. cover food and transportation from the hotel to the conference venue and therefore the AU MasterCard should not be used for local travel. If any free meal is provided, please remember these must be stated in the travel statement.

These rules also apply for PhD students without salary from AU

QGG guidelines for PhD stay abroad (Change of environment)

All PhD students must apply for a mobility grant when planning a stay abroad. It is the responsibility of the supervisors to ensure this will happen. Please find more info regarding the mobility grants here: [Mobility grants \(au.dk\)](#).

If the application is unsuccessful at AUFF and the project in which the student is working cannot cover the expenses, contact QGG PhD Chairman Goutam Sahana with the rejected application and he will take the decision if QGG can grant the stay instead.

QGG will grant maximum DKK 30.000 – the amount can cover transport to the destination, Visa, establishing costs, rent. All the expenses must be documented and enclosed in the travel statement when asking for the refund in RejsUd.

Please be aware you cannot ask for daily allowances when staying abroad.

During the stay abroad, if the student participate in a course/conference at the same location, no additional allowance will be paid except the registration fee.

And also – it's important to contact SKAT prior to the travel (and the sooner the better) to inform them about your stay, since this can affect your tax. Read more here: [Skat.dk: Rejsefradrag, godtgørelse, kost og logi](#)