



Most important issues are:

- Flights can only be reimbursed in economy class fare, travel by train only in second-class fare.
- Refundable accommodation costs are limited to different maximum values for different countries. Please consult the information provided in the link above (*see legal framework, table ARVVwV*).
- A business trip can be combined with a holiday at the travel destination of at most five working days. **Please note:** Travel costs cannot be reimbursed, if you take longer holidays.

Please provide justification and motivation for the business trip in relation to your research in the cluster (5-10 sentences):

(When attending a conference, workshop etc., please provide information whether or not, and how, you will present your work, e. g. by talk or poster).

Hamburg,

Please fill in this form digitally and send it to cui.office@cui.uni-hamburg.de