IMPRS-HD International Max Planck Research School for Astronomy & Cosmic Physics at the University of Heidelberg

IMPRS application for travel support

Please submit the approved application **2 months prior** to the beginning of the trip.

Please type in or write in blockletters

Last Name:	First Name:
Institution:	Supervisor:
Current Home Address:	

Destination:

Purpose of trip:

Duration: From until

Cost plan: Anticipated means of travel and estimate of travel costs:

Train ticket ☐	_____€	Flight ☐	_____€
Public Transp. ☐	_____€	Hotel ☐	_____€
Conference fee ☐	_____€	Other ☐	_____€

Financing:

☐ support by home institute _____ €

☐ amount requested from IMPRS _____ €

Total _____ €

Please give your bank account details in case of a reimbursement to your own bank account:

Bank account:_____

IBAN:_____ BIC:_____

_____	_____
(Date)	(Student's signature)

To be filled in by the supervisor:
I herewith confirm that the travel is important to the PhD project of the applicant, and that a travel application form (Dienstreiseantrag) from the home institute of the student has been signed.

_____

Date, Signature.

Please sign and hand it to the IMPRS assistant or scan and email scanned form to: imprs-hd@mpia.de
See information on travel support on the back side.

As of September 2026

Instructions and explanations concerning the application for travel support from IMPRS

IMPRS travel application is independent of the home institute's travel application which must be granted beforehand.
To get travel support from IMPRS, please fill out and sign our travel support application form, and send it to us (imprs-hd@mpia.de) **at least 2 months** before your trip. The supervisor must confirm by signature the relevance of the trip for the thesis research. Please also consider to apply for travel support from the HGSFP. Their webpage provides a link to a password-protected online application form. This direct link may work as well.

Approval of travel support

Travel support can only be granted in cases where the IMPRS rules have been followed (thesis committee meetings, curriculum requirements). IMPRS will inform you in time how much support you will receive from IMPRS. We expect a cost share between your home institute/ supervisor and IMPRS.

Reimbursement

Your "Reisekostenabrechnung" (travel reimbursement) should go as usual via the persons or department of your home institute who is in charge of travel reimbursement.

For IMPRS students from MPIA:
Please note, when filling in the institute's application form, that the cost center should be that of the supervisor, i.e. NOT IMPRS.
Once the reimbursement is done, please hand in a copy of the "Reisekostennachweis" (receipt of the reimbursement) that you have received from the travel department so that we know about the actual costs of your travel. This information is required in order to arrange account transfer between the supervisor's and IMPRS' cost center.

For IMPRS students from ARI, ITA, HITS, MPIK, LSW:
Partial reimbursement: As your institute needs the original receipts for the reimbursement, you could either send IMPRS the copies of all the receipts as pdf file, or a copy of the "Reisekostennachweis" (receipt of the reimbursement) that you have received.
Full reimbursement: In this case, please send all your original receipts to IMPRS. Please give us your bank details for the payment (see travel support form). IMPRS will then transfer the remaining amount of the travel support to your bank account.

Please note: Stay reasonable with your travel request and try to save money whenever possible (share rooms, book early, book an inexpensive hotel, use public transport, etc.). Please also note that there are differences in the travel expenses claim (Landes- und Bundesreisekostengesetz) between Heidelberg University and the Max-Planck-Gesellschaft (MPG); For example, at the MPG reasons must be given for calling a taxi or TLS shuttle, whereas TLS will be reimbursed by the Heidelberg University.