

## Reimbursement of additional expenditure in connection with stays abroad for PhD students

PhD students employed at AU are not entitled to reimbursement of any documented additional expenditure or hourly and daily allowance in connection with stays abroad, as PhD students are not covered by the agreement on official travel. However, your faculty/department (Aarhus BSS, HE and ST)/school (Arts)/centre may decide to:

- Reimburse certain reasonable and documented additional expenses, or
- Pay hourly and daily allowance

Reimbursement of expenses or payment of hourly and daily allowance may not exceed the applicable official travel rates.

Detailed reimbursement guidelines are defined by the faculties/departments (Aarhus BSS, HE and ST)/schools (Arts)/centres.

*If you have any questions concerning the above, please contact:*

**Arts:**

- <http://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/oekonomi-paa-arts/kontaktpersoner/>
- <http://phd.au.dk/gradschools/arts/goinqabroad/>

**Aarhus BSS:**

- <http://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/oekonomi-paa-aarhus-bss/kontaktpersoner/>

**Health:**

- <http://phd.au.dk/gradschools/health/goinqabroad/>
- [graduateschoolhealth@au.dk](mailto:graduateschoolhealth@au.dk)

**Science and Technology:**

- [gradschool.scitech@au.dk](mailto:gradschool.scitech@au.dk)
- <http://phd.au.dk/gradschools/scienceandtechnology/qsst-grants/>
- Your department - e.g. the secretariat manager

*In the event of any inconsistency between the Danish and English language versions of the document, the Danish version prevails.*