**Form regarding change of environment abroad with a duration of 4 weeks or more**

Pursuant to the Statement of Terms and Conditions Act (Act no. 501 Lov om ansættelsesbeviser og visse arbejdsvilkår) clause 4.1 the employer, whose employee must perform work in one or more countries other than the one where he/she normally works, and the duration of the work exceeds 4 consecutive weeks, must draw up an addendum to the employment certificate.

For Aarhus University to draw up the supplement, please complete the form below and send it to BSS HR & PhD (bss.hr@au.dk). If you have questions about the form, please contact the PhD/institute secretary of your PhD programme or BSS HR & PhD.

**Deadline**

The deadline for sending this form is no later than one week before you leave for your change of research environment.

**Please also pay attention to the following:**

There may be special tax conditions that must be taken into account when staying abroad. Aarhus University does not provide tax advice, but you can get advice and guidance from your local tax office.

Contact [Travel Expence Accounts](https://medarbejdere.au.dk/en/administration/overview-of-au-administration/au-finance/travel-expense-accounts) with questions about which expenses that can be covered by a grant from AU.

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| **Name** | **PhD programme** |
|  | Choose an item. |
| **Period** | |
| From: | To: |
| **Address at workplace abroad** | |
| University/company:  Address:  ZIP code:  City:  Country: | |
| **Your private address abroad** (as a minimum where you are staying the first days) | |
| Address:  ZIP code:  City:  Country: | |
| **Other expenses:**  In addition to travel and housing costs (e.g. regarding accompanying family) | |
| State other expenses which, by agreement with the institute, will be reimbursed. As a rule, additional insurance or alternative insurance paid by AU may not be taken out. | |