

## Application for early career researcher support

Application for Early Career Researcher Support to attend GEM 2025 at the Ruhr University Bochum, Germany. Please send your completed application as a pdf to [for2812+gem@rub.de](mailto:for2812+gem@rub.de) with “Application for early career researcher support” as subject. Applications will be processed after the deadline of 30.03.2025.

Last name:

First name(s):

Institution:

Academic position:  PhD student  Postdoc

Email:

Claim for need:

### Estimated travel costs:

Type of travel	Estimated cost (in Euro)
Flights (international only)	<input type="text"/>
Trains	<input type="text"/>
Other public transport	<input type="text"/>
<b>Total</b>	<input type="text"/>

Travel costs will be reimbursed up to a total of 300 Euro.

**Accommodation:**

- If your application is successful you will also be provided accommodation from 02.-04.06.25. Please confirm, by checking the box, that you live more than 50km from the Ruhr University Bochum and are neither a student nor an employee of the Ruhr University

I hereby confirm that I have read and understood the conditions and limitations of the financial support (see below) and will provide all documentation necessary to receive reimbursement.

City, date

Signature

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**Supervisor's support:**

I hereby support the application of  for financial support to attend GEM 2025 in Bochum, Germany from 02. - 04.06.2025

Supervisor name:

Supervisor signature:

X

## Fine print:

Please note that

- if you chose to extend your travel for more than 5 days we are unable to reimburse your travel expenses. In the case that you plan to extend your stay beyond the conference we can only reimburse the travel costs that you would have incurred if you had travelled only for the conference, or your actual travel costs, whichever is less. If you receive an award and the above holds we strongly advise you to inform the coordination office so that they can advise you accordingly. If you do not have the correct paperwork reimbursements may be delayed or not possible.
- we can only reimburse travel costs via bank transfer and cannot pay them via Paypal (or similar), in cash or by check. We will not be held responsible for any fees your bank levies or for fluctuations in exchange rates.
- costs can only be reimbursed after completion of GEM 2025.
- you must attend GEM 2025 on all days to qualify for this financial assistance.
- although we will do our very best to ensure that you are reimbursed as quickly as possible, it may take up to 6 weeks, after submission of all paperwork, for the amount to be credited to your account.

## Travel:

Since we are a state owned university we are bound by the rules and regulations of the state when it comes to travel reimbursements. On the next pages you will find a detailed description of the type of travel that we are allowed to pay for and the documentation that is required for reimbursements.

Here you will find a description of what type of travel we can reimburse. Please note that although you are requested to use the cheapest form of transport you may diverge from this rule in order to save time or due to security concerns.

We request that you use public transport whenever possible to help reduce your carbon footprint.

According to the Ruhr University rules we can only reimburse the following types of travel:

- Flights: Economy class (no economy plus etc.) on international flights. In case it is separately billed we can also cover 1 carry-on and 1 checked piece of luggage and a seat reservation.
- Trains: 2<sup>nd</sup> class travel + seat reservation
- Other public transport such as buses, trams, ...

Under certain circumstances we can reimburse the following:

- Taxis: Only under very specific conditions. Therefore all taxi travel should be pre-approved. Here are some instances where the use of a taxi is acceptable (but must be pre-approved):
  - Your flight/train leaves before 6 am or arrives after 10 pm
  - You are carrying heavy luggage
  - There is no regular public transport and it is too far to walk

Understandably sometimes one needs to take a taxi because of an emergency. Examples of emergencies that we definitely cover (for short trips) are:

- A disruption in public transport means you would miss your train/flight
- A delay means you would miss your meeting
- You have an accident that makes taking public transport impossible

DOCUMENTATION is required.

**Tips** given to the taxi driver will not be reimbursed under any circumstances.

Speaker: Prof. Dr Sen Cheng

Coordination: Vinita Samarasinghe, +49 (0) 234 32 27996, [for2812@rub.de](mailto:for2812@rub.de)

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- Private vehicles: Milage can be reimbursed according to the university rules (payment is per km) only if:
  - you are taking a work related passenger with you
  - you are transporting heavy, bulky, work related equipment
  - you can show that the time taken if using public transport is excessive as compared to driving
  - it is cheaper to drive.

In our experience, it is only possible to justify driving vs. taking the train for short distances.

If you need, or want, to take another type of transport other than those listed above (e.g., 1<sup>st</sup> class, domestic flights) please, please get in touch with us in advance. With certain documentation we may be able to at least partially cover your costs.

### **Reimbursements:**

In order for your travel reimbursement to run smoothly remember to save and submit the following documents **for each transaction**:

- A receipt, which may be in the form of a **used** ticket or an email confirmation and must include the amount.
- If you paid electronically, **in addition to a receipt** we need a copy of your credit card or bank statement (paypal statements are not accepted).
- If your bank/credit card charged you fees because of an international transaction, a copy of your statement.
- If you drove to reduce travel time or cost you must provide evidence that driving did in fact save you time/money.
- If you drove, a google (or any other) map print out showing the distance of the shortest driving route.

On some occasions it is cheaper to buy a 1<sup>st</sup> class ticket than a 2<sup>nd</sup> class. If this is the case feel free to purchase the 1<sup>st</sup> class ticket BUT please provide us with documentation that the higher class ticket was indeed cheaper.

### **We absolutely do NOT reimburse:**

- Tips of any kind
- Food/beverage related expenses incurred during travel
- Parking

If you have any questions please get in touch with Vinita Samarasinghe at [for2812@rub.de](mailto:for2812@rub.de).