

Date of Entry:

To:

Doktoratszentrum (Center for Doctoral Studies)  
Akademie der bildenden Künste Wien  
Augasse 2-6  
1090 Wien

## Travel Allowances for PhD-Candidates 2020

### Accounting Form

*Please fill in the form on your computer!*

Personal Data	
Last name:	First name:
Address:	
Citizenship:	Birth Date:
Email:	Telephone number:
Data Concerning the Journey Abroad	
Destination (place / country):	
from (DD/MM/YYYY):	to (DD/MM/YYYY):
Travel and Subsistence Expenses	
Train:	
Airplane:	
Other transportation:	
Event / Conference Fees:	
Total:	
Funding by Third Parties	
The travel and subsistence expenses are subsidized by third parties in the amount of	€
Bank Account	
Name of the bank:	
Account name or account holder:	
IBAN:	
BIC:	

The awarded travel allowance can only be transferred after the full settlement and the submission of all concerning documents of the journey (in EUR), which has to be sent **four weeks after the end of the journey the latest**.

The following documents have to be submitted:

- accounting form, original bills of the journey (e.g.: tickets, hotel bills, voucher of the conference fees, etc.)
- confirmation of the participation by the respective event organizers and –
- if available – Austrian residential registration form ("Meldebescheinigung").

**The original documents must be numbered and attached to an A4 paper.**

