



GRADUATE
ACADEMY



Coordination Office
Graduate Academy - MIPS

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Application for financial support of a self-organized event/ excursion

Applicant:

Name

Phone

Email

Adress OVGU

Titel, topic, destination and date of the measure planned
(Excursion, company visit, others) *:

Short description of the measure planned * (number of participants)

Calculation of costs *:

Fees	
Travel costs	
Materials	
Others	
Total costs expected	

Have you applied for additional funding elsewhere? If yes: where? *:

Please note that you have to report afterwards on the results (2 pages) and on the expenses. All payments have to be made by the Graduate Academy. You must not book anything bindingly without conferring with the coordinator. The maximum funding available is EUR 500,- for a one day event and up to 2.000,- for a two day event. Please note that the funding is based on the rule of travel expenses of the state and that there is a personal contribution of 25% for each participant.

* If necessary, please add more information on a separate sheet.

Date	<input type="text"/>	Signature Applicant
Date	<input type="text"/>	Confirmation: Graduate Academy/MIPS Coordination Office