

## Research School PLUS Expenditure Guide

Please read these guidelines thoroughly before calculating the costs for your project.

### RS PLUS funding only covers the following costs:

#### 1. Accommodation

RS PLUS accounts for accommodation costs up to certain amounts. [This table](#) indicates the upper limits of accommodation costs per night for different countries (2nd column from the right).

#### 2. Travel expenditures

Travelling in connection with your international activities can be reimbursed, e.g.:

- Return flights (no business/first class) to your destination, including airport transfer
- local transport
- travel costs for invited international guests to RUB

Car leasing and taxi costs are only reimbursed if properly justified. All travel costs must be in accordance with the "Landesreisekostengesetz Nordrhein-Westfalen".

#### 3. Visa costs

Fees for visas and the costs of getting to the visa issuing consulate can be reimbursed.

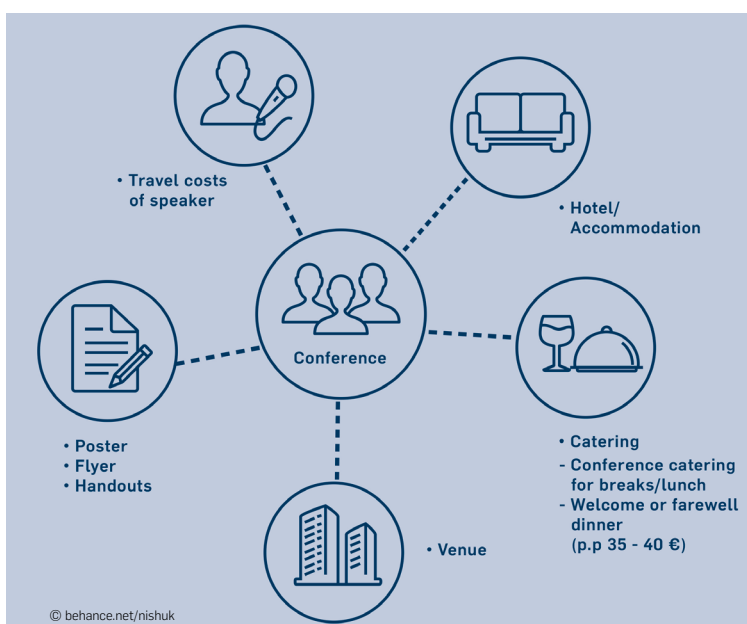
#### 4. Entry fees for conferences, workshops or summer schools

Fees for attending an international conference, workshop, or summer school can be reimbursed.

#### 5. Child care and family support

You can also apply for family travel and accommodation support – there are a number of conditions however. For help, contact the [CCO](#) in advance.

#### 6. Organisation of international events at RUB



#### ● Travel & accommodation costs

Travel and accommodation costs for speakers can be reimbursed (see above).

#### ● Catering

Catering for your international event at RUB can be reimbursed. Please use exclusively AKAFÖ's [precalculated catering offers](#) and the offers of [Beckmannshof](#).

Ms Manuela Hurtig will give you all details about the precalculated offers of Beckmannshof (phone: +49(0)234/32-27145).

Only one conference dinner can be covered for invited keynote speakers and the organiser. Please be aware that RUB RS has price limits related to conference dinners: we concede 30-40€ per person (food and drinks).

- **Venue**

Rent for rooms at RUB ("Veranstaltungszentrum", "Beckmanns Hof") or, in justified cases, for off-site venues can be reimbursed. Before you apply, ask [Universaal](#) for a quotation for a suitable venue at RUB.

- **Marketing & organisational costs**

Costs for posters, badges, flyers and student assistants will be covered by a lump sum (up to 10% of your budget). Please do not apply for these costs in your application; we will calculate your lump sum. Merchandise like pens, post-its, and note pads are offered by RS PLUS. Please contact the CCO if you need merchandise.

RS PLUS funding **does not cover** the following costs:

- daily allowances ("Tagegeld")
- insurances: It is the applicants responsibility to make sure to have sufficient (health) insurance coverage during his/her stay abroad. Everyone employed at RUB and who is going abroad for more that 6 weeks (with permit of business travel) can contact Ms.Feisel and Ms. Hausemann concerning health insurance)
- staff costs (assistants, translators etc.)
- costs for laboratory equipment, books or any other material costs