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 of-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 than 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