

RUB Research School Expenditure Guide

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

RUB Research School funding only covers the following costs:

1. Accommodation

RUB RS 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.

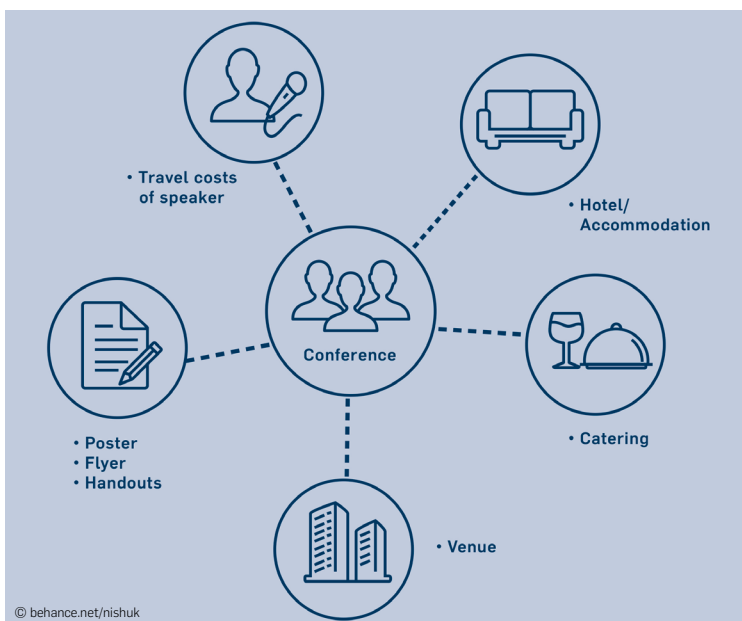
4. Entry fees for conferences, workshops or summer schools

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 [Research School Office](#) 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 for invited keynote speakers and the organiser(s) is covered. Please be aware that RUB has set price limits: We reimburse up to 45€ for a dinner on campus or for a dinner in an external location (per person for 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.

RUB RS 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