

Application for refund of traveling or participation expenses

– Information –

The refund of traveling or participation expenses for study purposes from budgetary funds from the AStA is an offer which can only remain unchanged if everyone acts with honesty and responsibility. Should it become known that this offer is abused the AStA will take it back.

Reason of application:

- Traveling or participation expenses for competitions, master classes, auditions, specialist lectures, as well as other study-related continuing education events can be subsidized by the AStA when applied for it. **Concerts for which a salary was received will not be subsidized.**
- The expenses can only be subsidized subsequently if a confirmation of participation (copy) has been submitted. **Without the confirmation by the organizer the subsidy is not possible!**
- The applicant must be enrolled at the HfM Karlsruhe at the time of the event.
- When travelled with public transportation the ticket (original) must be sent in. The journey must not be earlier than two days in advance and not later than two days after the event.
- The application must be submitted to the AStA one month after the end of the semester at the latest. This is because all applications are processed at the beginning of the new semester. This means: if the event takes place during a summer semester the due date is Oct, 31st. If the event takes place during a winter semester the due date is April 30th.
- The AStA decides whether the subsidy will be made and of which amount, and transfers the refund as soon as possible at the beginning of the new semester. There is no entitlement to subsidy.
- If expenses are already subsidized (e.g. by the Freundeskreis or the administration) an additional refund by the AStA is not possible. Multiple subsidies for the same expenses are not excepted and the administration, the Freundeskreis, and the AStA review all applications.
- All required documents (application form, confirmation of participation, possibly tickets or receipt from the gas station) are either to be put in an envelope and in the AStA mailbox in the foyer of the castle or to be submitted as PDF files via mail at asta@hfm.eu.

Level of the refund:

- Generally, each semester all submitted applications will be collected until the due date. After this, the available budgetary funds of 1500€ per semester will be divided onto the applications. The amount will be in relation to the amount applied for of each individual application and the number of applications in total. This means that the effective maximum amount of refund depends on the total number of applications.
- The following policies are applied:
 - When travelled via public transportation the 2nd class ticket price will be considered for subsidy.
 - When travelled via the own car a receipt from the gas station has to be submitted. When travelled via car sharing the amount of participation in gas expenses must be submitted.

These regulations are effective as of April 1st, 2022.

See back for form.

(Please note that the form is in German and has to be filled out in German as it is the official language)

Antrag auf Kostenerstattung vom AStA der HfM Karlsruhe

Name, Vorname, Matrikelnr.: _____

Studiengang, Hauptfach: _____

Adresse: _____

Mail: _____ Telefon: _____

Name der Veranstaltung: _____

Ort und Zeitpunkt der Veranstaltung: _____

Kurze Beschreibung der Veranstaltung: _____

Ich beantrage einen Zuschuss

für Fahrtkosten

für Eintritts- bzw.
Teilnahmekosten
Belege liegen bei

Angaben zur Fahrt:

Tag der Hinfahrt: _____

Tag der Rückfahrt: _____

Fahrtkosten für Hin- und Rückfahrt: _____ €

Ich bin mit öffentlichen Verkehrsmitteln gereist. Fahrkarten liegen bei.

Ich bin mit dem PKW gefahren. Gefahrene Kilometer: _____ km

Fahrt mit eigenem PKW. Tankbeleg liegt bei.

Ich bin alleine gefahren.

ich habe _____ Personen mitgenommen.

Mitfahrgelegenheit in einem fremden PKW. Beteiligung: _____ €

Bankverbindung:

Bankinstitut: _____

Kontoinhaber: _____

IBAN: _____

BIC: _____

Vom AStA auszufüllen!

Höhe des Zuschusses:

_____ €

Ohne die erforderlichen Belege können keine Fahrtkosten erstattet werden.

Hiermit erkläre ich, dass ich die Hinweise auf der Rückseite anerkenne:

Ort, Datum, Unterschrift