

## ***Grant letter***

### **Coverage of additional expenses in connection with student's travel abroad and in Denmark**

*This document must be attached to the AURUS settlement / travel claim form*

**Name:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Part B student**

a) Reasonable and documented additional expenses may be covered

Coverage of reasonable and documented expenses can be covered at a maximum of DKK \_\_\_\_\_ per day

(the amount must be lower than the applicable rate for official travel – see the current applicable rate:

<http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/>)

b) By payment of full hourly and daily allowances

(the amount must be lower than the applicable rate for official travel – see the current applicable rate:

<http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/>)

**Part A student**

**Master student**

a) Reimbursement of reasonable additional expenses

**can be granted on the condition that there is a valid official reason for the stay abroad, and that the student has been carrying out a substantial task on the trip.**

Coverage of reasonable and documented additional expenses **must not** exceed the current rate for official travel

Coverage of reasonable and documented expenses can be covered at a maximum of DKK \_\_\_\_\_ per day

(the amount must be lower than the applicable rate for official travel – see the current applicable rate:

<http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/>)

Date \_\_\_\_\_

The above grant has given by (group leader's signature) \_\_\_\_\_