

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

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 hourly and daily allowances

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) _____