

Application for subsidy for travelling expenses for the necessary transportation of child(ren) & an accompanying person on business trips

Employees of the University of Siegen can apply for a subsidy of travel expenses for necessary family transportation. Please comply with the associated implementation regulations (see "Information on subsidies for travelling expenses"). Should additional childcare costs be incurred, it is possible to receive a subsidy from the University of Siegen's childcare fund. Information is available on the [Homepage](#) or directly from [Parent and Family Services](#).

1. Details of the traveler

Last name, first name	
School/Department	
Function	
Affiliation	☐ Technology and Administration ☐ Science: Collaboration in a funded externally funded project? If yes, please indicate project name and function:
Telephone number	
Email	

2. Eligibility requirements

☐ Business trip/meeting/congress

Details of the business trip/meeting/congress:

Reason for business trip	
Date/period (from-to)	
City	
The following evidence is enclosed with the application	<i>(e.g. business trip application/business trip approval)</i>

3. Details of accompanying child(ren)

	Accompanying child	Additional accompanying child	Additional accompanying child
Last name, first name			
Date of birth			
Attached evidence	☐ Copy of birth certificate ☐ Possibly medical certificate/level of care/ Severely handicapped persons ID	☐ Copy of birth certificate ☐ Possibly medical certificate/level of care/ Severely handicapped persons ID	☐ Copy of birth certificate ☐ Possibly medical certificate/level of care/ Severely handicapped persons ID

4. Details of the accompanying person

	Accompanying person
Last name, first name	
Relationship to the child	

5. The child cannot be cared for at the place of residence because....

☐ child is under 24 months old

☐ other reason → please specify (use extra sheet if necessary):

*Please describe your situation and/or provide appropriate evidence to support your explanation**

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6. Cost estimate for child(ren) and accompanying person, if applicable.

Note: When requesting accommodation costs, least expensive room occupancy is preferred.

Expected additional costs: Travel (train/flight)		€
Accommodation		€
Visa		€
Total		€

7. Account details and further information

Account holder	
IBAN	
BIC	
Private address	
Date of birth of grant recipient	
Tax-ID and responsible tax office	

Note: Please state current salary account

** Evidence mentioned under point 5:*

1. Parent is legally/factually a single parent → Informal description of the parenting situation (max. 1 page)
2. Other parent is also prevented from attending (e.g. due to business trip, shift work, away from home) → Informal description of the situation (max. 1 page)
3. Chronically ill, physically or mentally impaired child (medical certificate/care level/disability certificate)
4. Prolonged separation from caregiver is not reasonable → Informal explanation (max. 1 page)
5. Parent and Family Services reserves the right to request other evidence to clarify the situation.

8. Confirmation

I hereby confirm the accuracy of the information provided¹

Date

Signature

9. Confirmation by Parent and Family Services

Parent and Family Services hereby confirms that the information provided has been verified and that appropriate evidence has been submitted, thereby confirming that the eligibility requirements have been met.

Amount of subsidy: _____

Date

Signature

¹ I agree that the data will be stored within the framework of the necessary legal provisions and will be made available to auditors and third-party funding bodies in the event of an audit.