

## Guide for reimbursements from the fund for material grants of the HYT Young Academy

### Contact

All inquiries regarding the HYT Young Academy should be directed to the following email addresses:

[stipendien-hyt@uni-siegen.de](mailto:stipendien-hyt@uni-siegen.de)

### General information

You are entitled to 1500 EUR per scholarship year for the reimbursement of research-related expenses. The funds can only be carried over from one scholarship year to the next in exceptional cases, for example because you are planning a larger expenditure. In this case, please contact us in well in advance and describe your plans. The funds are available to you from the beginning of the respective scholarship year. It is not possible to access the funds for a scholarship year that has not yet begun.

In this guide, we would like to explain the processes for reimbursements of material costs and travel expenses from the fund for material grants of the HYT Young Academy. Please note: Applications for reimbursement of research-related expenses that do not follow this guide cannot be processed and will be returned to you.

### Reimbursement of material costs

- **What can be reimbursed?**

Only research-related expenses can be reimbursed, i.e. everything you need for your doctoral studies. This includes, e.g., books, software licenses, office supplies or online courses. For purchases that are typically not used exclusively in a research context (e.g., laptops or printers), please contact us in advance and justify your purchase. We reserve the right to reimburse purchases not exclusively related to research only partially. A partial reimbursement is also made if your remaining budget is not sufficient for a full reimbursement. We reserve the right to refuse the reimbursement of costs for purchases or services that fall within the area of general living expenses (e.g., furniture items). Please note that it is also not possible to have semester fees refunded.

- **How do I get reimbursed?**

1. You must first pay for the purchase yourself. Please note:
  - You can directly purchase items up to 100 EUR.
  - Purchases over 100 EUR must be approved by the HYT in advance and may only be purchased after approval by the HYT. Please send your (informal) request for approval to the e-mail address listed above. Please note that larger purchases (e.g., laptops) in the last three months before the end of your scholarship can only be approved in exceptional cases. Please also note that the limit of 100 EUR refers to individual amounts, not to the total amount, e.g. for books purchased together.
2. When placing an order, please make sure that the invoice is issued to your name. The billing address must correspond to the address you have given the HYT. Also note that an order from an online shop, especially from Amazon, must be justified separately.

3. You fill out the form for reimbursement of your expense(s). Please use the form "*Request for the reimbursement of research- related expenses from the fund for material grants of the HYT Young Academy*", which you can find on the HYT website (<https://www.uni-siegen.de/hyt/academy/formulare/index.html.en?lang=en>). This is a fillable form, which you should open with Acrobat Reader. You can bundle several purchases on one form.
4. You sign the completed form, scan it and send it, including all receipts (an order confirmation is not sufficient as a receipt!), by e-mail to the address listed above. Please keep the originals in your documents.
5. We check the request and sign it as well. We will then forward your application, including all receipts, to the university administration, which will make the payment. The payment is automatically made to the account you have given the HYT for your monthly scholarship payments. As soon as the application has been processed by the university administration, they will inform you about the payment. Processing may take some time, so please be patient.

## Reimbursement of travel expenses

- **What can be reimbursed?**

Travel expenses can be reimbursed for research trips, trips to participate in conferences or meetings and invitations of guests from abroad to Siegen, insofar as these serve to promote your own studies or academic career.

- **How do I get reimbursed?**

1. Before the trip, you must fill out the form for approval of the trip. Please use the form "*Request for the approval of a trip for a later reimbursement from the fund for material grants of the HYT Young Academy*", which you can find on the HYT website (<https://www.uni-siegen.de/hyt/academy/formulare/index.html.en?lang=en>). This is a fillable form, which you should open with the Acrobat Reader. In this form, you have to specify the destination and purpose of the trip, among other things. If you have already had expenses (e.g., for pre-booked and paid train or plane tickets), you can apply for an advance payment of these expenses. In this case, please enclose the receipts for the costs already incurred with the application.
2. You sign the completed form, scan it and send it by e-mail to the address listed above, if necessary including the receipts required for the advance payment. Please keep the originals in your documents. Please note: In order to ensure reimbursement of travel expenses, you must submit your application sufficiently in advance (at least two weeks before the planned start of the trip).
3. We check the form and sign it as well. We will then send the approved request back to you by e-mail. Please note: The approval of the trip refers exclusively to the later reimbursement of travel expenses from the HYT Young Academy's material fund.
4. In the case of an approved advance payment, we will also forward your request by e-mail to the university administration. The payment will be made automatically to the account you have given the HYT for your monthly scholarship payments. As soon as the application has been processed by the university administration, they will inform you about the payment. It may take some time to process your application, please be patient.

5. You carry out your journey. Any costs incurred during the trip, e.g., for public transport, hotels or conference fees, must first be paid by you. Do not forget to keep the relevant receipts!
6. After the trip, you fill out the form for the reimbursement of travel expenses. Please use the form "*Request for the reimbursement of travel expenses from the fund for material grants of the HYT Young Academy*", which you can find on the HYT website (<https://www.uni-siegen.de/hyt/academy/formulare/index.html.en?lang=en>). This is a fillable form, which you should open with the Acrobat Reader. In this form, you have to enter all the expenses that you had in during the trip, including those for which you may already have received an advance payment. Please enter the amount of the advance payment you received in the appropriate place on the form. If justifications are necessary for certain expenses (e.g. for airline tickets), you can enter them in the appropriate field. Please note that for personalised tickets (e.g. train, bus or plane tickets) the tickets must be issued in your own name, otherwise they cannot be refunded.
7. You sign the completed form, scan it and send it, including all receipts as well as the signed approval of the trip, by e-mail the address listed above. Please keep the originals in your documents.
8. We check the request and sign it as well. We will then forward your application, including all receipts, to the university administration, which will make the payment. The payment is automatically made to the account you have given the HYT for your monthly scholarship payments. As soon as the application has been processed by the university administration, they will inform you about the payment. Processing may take some time, so please be patient. Please note: The reimbursement of travel expenses is based on the principles of the respective valid version of the Landesreisekostengesetz (LRKG) NRW, e.g. with regard to reimbursable costs and the maximum amount of reimbursement. A daily allowance is not granted.
9. If you are planning to invite a guest from abroad to Siegen and have their travel expenses reimbursed from the HYT Young Academy's fund for material grants, please contact us well in advance in order to arrange the process individually.