

Checklist for submitting receipts for KIGG travel grant or workshop/meeting funding

Instructions for billing after grant approval:

- Cover letter with
 - Listing of the individual items and costs, as well as the total amount.
 - Bank account details
 - Receipts for the spent costs
 - Proof of payment

Additionally for travel expenses

Original receipts

- DB tickets, flight bookings and other digital invoices can be submitted as a simple printout. Paper receipts, i.e. bus tickets, hotel bills, receipts for fees in cash, etc., must be submitted as originals.
- Please attach paper receipts on A4 so that they do not get lost.

Employees of the University of Kassel (scientific staff) must submit a business trip application in the ESS.

Anyone who is **not employed at the University of Kassel** in any capacity during the travel period must complete and sign the Non-Employee Travel Reimbursement Form.

The entire documents for the invoicing in a PDF to kigg@uni-kassel.de or with originals to the P.O. Box in the FB05 mailroom at Nora Platiel Straße 1.