

Guideline for the settlement of travel expenses for external examiners in the context of the oral defence

Funding requirements

- The examiner is an external person, i.e. there is no active employment contract (also no teaching assignment) with the University of Klagenfurt.
- The person acts as an examiner in the context of the oral defence of a doctoral candidate enrolled at the University of Klagenfurt.
- The oral defence takes place at the University of Klagenfurt.

Eligible costs

A maximum of **€ 800** for the following expense categories:

- travel costs for
 - rail tickets (2nd class)
 - flight tickets for routes of at least 750km (economy class)
 - public transportation
 - travel by car (€ 0.42/km) if adequate justification is provided¹
- accommodation costs (a maximum of two nights à € 135)
- if applicable, visa costs

Funding is not available for

- daily allowances
- subsistence expenses
- travel expenses of non-voting members of the examination board

Settlement

The request for reimbursement must be sent by email to the Doc.Service (doc.service@aau.at) no later than eight weeks after the oral defence. For this purpose, an informal claim including the following information and documents must be submitted by the examiner or the supporting department:

- name of the examiner as well as place of residence and work
- place and date of the oral defence, name of the doctoral candidate, title of the doctoral thesis
- detailed overview of all expenses²
- original invoices (including proof of payment, i.e. copy of the credit card statement, copy of the bank statement, confirmation of receipt of payment)
- account details: reimbursement will only be made to the examiner's personal bank account
- if applicable, [form for exemption from withholding tax](#) signed by the examiner (only required for examiners not resident in Austria)

Contact

Doc.Service

University of Klagenfurt
Universitätsstraße 65-67
9020 Klagenfurt am Wörthersee / Austria
E: doc.service@aau.at

¹ Costs for toll cards, vignettes, parking fees etc. are included in the kilometer allowance.

² For the purpose of clarity, the individual items and all corresponding receipts and proof of payment must be numbered.