**PhD Student Travel Guide**

### Duration of stay up to 7 days

For all stays up to or in special cases exceeding 7 days (except for change of environment) documented meal costs can be covered, if applicable. It is however not possible to receive more than the amount equivalent to daily allowances. The amounts are given by “Moderniseringsstyrelsen” and can be found on page 2 (amounts pr. 010116).

Additionally, the following will be paid:
- Transportation to and from destination (cheapest public transportation)
- Accommodation*
- Visas
- Conference/congress/course fees (including mandatory events paid together with the fee)

These rules also apply for PhD students without salary from AU.

### Change of environment*

- Transportation to and from destination (cheapest public transportation)
- Visa
- Documented, reasonable and necessary establishing costs (e.g. bed, chair, table, basic kitchenware)
- Tuition fee – if it is a necessity in order to carry out the change of environment
- If conferences/congresses are attended during this time, the above “Duration of stay up to 7 days” is to be implemented.
- Courses regardless of length are excluded from this category and run with the above description (“Duration of stay up to 7 days”)

* All costs related to change of environment should be sent to Karina Christensen who will take care of the reimbursement.

All costs in connection with the travels are paid from the PhD project.

In AURUS you must always choose “Expense claim” when you make the reimbursement claim.

All days should be registered as a standard day in Promark.

*Information about hotels can be found [here](#). Information about flights can be found [here](#).

* It is important always to contact SKAT in good time before going abroad (at least 1 month before) as it may be possible to get a tax deduction in connection with the stay abroad. It can be very individual so it is best to contact SKAT directly on 72 22 18 18.
Amounts pr. 01-01-2016 (amounts from “Moderniseringsstyrelsen” are always applicable)

Allowances for Denmark:  409 DKK per 24 hours
Allowances for Other countries:  477 DKK per 24 hours

The max amounts for meal costs in Denmark are:
Breakfast    61.35 DKK
Lunch  122.70 DKK
Dinner  122.70 DKK

The max amounts for meal costs in other countries are:
Breakfast    71.55 DKK
Lunch  143.10 DKK
Dinner  143.10 DKK

For these countries other allowances apply

Europe
Bulgaria  355 DKK
Slovakia  338 DKK

Africa
Mozambique  318 DKK
South Africa  263 DKK
Tunisia  376 DKK
Zambia  362 DKK
Zimbabwe  273 DKK
Egypt  365 DKK

Amerika
Bolivia  273 DKK
Colombia  362 DKK
Cuba  382 DKK

Asia
Bangladesh  362 DKK
Bhutan  199 DKK
India  263 DKK
Iran  273 DKK
Malaysia  268 DKK
Nepal  222 DKK
Pakistan  226 DKK
Thailand  327 DKK

Here the meals can add up the following percentages of the daily allowances:
Breakfast  15 %
Lunch  30 %
Dinner  30 %