

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

Europa

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 %