

# PhD-travels – guidelines in AGRO

(If in doubt ask your PhD buddy or the PhD secretary)

## Duration of stay up to 7 days

In AGRO it has been decided that the PhD students receive the standard daily allowances in connection with travels up to 7 days. The daily allowances must cover additional expenses for meals, small items, transportation at the destination etc. This means that the company mastercard should not be used during the travel. If free meals are received it should be deducted when making the travel statement in AURUS.

Additionally, the following will be paid:

- Transportation to and from the main destination (cheapest public transportation)
- Accommodation<sup>#</sup>
- 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 Rysholt Christensen who will take care of the reimbursement

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

<sup>#</sup>Information about hotels can be found [here](#). Information about flights can be found [here](#).

\* It is important always to contact SKAT in due 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. [http://skat.dk/skat.aspx?oid=2242211&ik\\_navn=breadcrum](http://skat.dk/skat.aspx?oid=2242211&ik_navn=breadcrum)