

# PhD-travels – guidelines in AGRO

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

## Duration of stay up to 7 days

PhD students do not receive the standard daily allowances. For all stays up to or in special cases exceeding 7 days (except for change of environment) documented meal costs and local transportation can be covered, if applicable. It is however not possible to receive more than the amount equivalent to daily allowances. REMEMBER to keep all your receipts. The amounts are given by “Moderniseringsstyrelsen” and can be found on page 2 (amounts pr. 010118).

Additionally, the following will be paid:

- Transportation to and from 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 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.

<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=breadcrumb](http://skat.dk/skat.aspx?oid=2242211&ik_navn=breadcrumb)

**Amounts pr. 01-01-2018** (amounts from "[Moderniseringsstyrelsen](#)" are always applicable")

**Allowances for Denmark: 427 DKK per 24 hours**

**Allowances for Other countries: 498 DKK per 24 hours**

**The max amounts for meal costs in Denmark are:**

Breakfast 64.05 DKK

Lunch 128.10 DKK

Dinner 128.10 DKK

**The max amounts for meal costs in other countries are:**

Breakfast 74.70 DKK

Lunch 149.40 DKK

Dinner 149.40 DKK

**For these countries other allowances apply**

**Europa**

Bulgaria 371 DKK

Slovakia 353 DKK

**Africa**

Mozambique 332 DKK

South Africa 275 DKK

Tunisia 393 DKK

Zambia 378 DKK

Zimbabwe 285 DKK

Egypt 381 DKK

**Amerika**

Bolivia 285 DKK

Colombia 378 DKK

Cuba 399 DKK

**Asia**

Bangladesh 378 DKK

Bhutan 208 DKK

India 275 DKK

Iran 285 DKK

Malaysia 280 DKK

Nepal 232 DKK

Pakistan 236 DKK

Thailand 341 DKK

**Here the meals can add up the following percentages of the daily allowances:**

Breakfast 15 %

Lunch 30 %

Dinner 30 %