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#
- 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.

#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&lk_navn=breadcrumb](http://skat.dk/skat.aspx?oid=2242211&lk_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 %