

Excursion funds

Eligible for application: Non-excursion subjects (Category III)

All subjects whose degree programs include excursions as compulsory courses in their study or examination regulations are considered excursion subjects.

Excursion subjects must finance the excursions from their basic allocation. The granting of special funds is not possible.

All other subjects are considered non-excursion subjects. They may receive a subsidy for planned excursions within the limits of the available funds. However, there is no entitlement to this, even if commitments have already been made. There is also no entitlement to subsidization if the DAAD grants a corresponding subsidy.

The following information must be included in applications for excursion funds:

1. Destination
2. Travel distance
3. Date (Arrival and departure day)
4. Number of student participants and accompanying persons
5. Financing plan
6. Statements on the necessity of the journey

Subject to available budgetary funds, exclusively 75% of the price of return tickets for a train journey with the Deutsche Bahn, 2nd class, at the most affordable departure time, for the lowest price, will be subsidized, irrespective of the distance and duration.

Subsidies are only granted for excursions within Europe or outside Europe up to 2,000 kilometers by train.

The maximum amount of funding for an excursion is €2,500. The granting of this amount excludes subsidization of the applicant's excursions for the following 3 years.

Deadlines:

For excursions whose departure date is between January 1 and June 30, an application for subsidization of the trip must be submitted by October 15 of the previous year.

Budget funds for excursions whose departure date is between July 1 and December 31 must be applied for in advance by April 15 of the same calendar year at the latest.

Late applications will not be considered.

It should be explicitly noted that the date of the application letter is not decisive, but rather the date of receipt by the administration.

Further information: Finances and Procurement Department (*Abteilung Finanzen und Beschaffung*)

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