

## **Enclosure 2**

### **Eligible expenditure**

All costs that are necessary and appropriate for the implementation of the project (implementation of the measures) are eligible for funding. This includes in particular:

#### **Personnel resources for project implementation and supervision**

##### **Personnel in Germany** (employees of the grant recipient)

- Research associates according to TVÖD
- student assistants
- research assistants
- Other personnel (e.g. project coordinators )

##### **Personnel abroad** (employees of the partner institution within the context of a referral, local and appropriate remuneration)

- Research associates
- student assistants
- research assistants
- other personnel (e.g. project coordinators)

Personnel costs include the AG's gross salary. Annual bonus payments are only eligible for funding period and only insofar as the payment date is within this period.

Personnel costs should not account for more than 30% of the total expenses requested. Insofar as there are difficulties in employing student assistants to undertake project-related administrative activities, applications can instead be submitted for expenditure on TVL employees (salary group 8) if required

#### **Equipment funding**

- **Fees**
  - for external experts and service providers up to 250 euros/day (not for employees of the funding recipient and of the partner universities involved in the project) for lectures or workshops; not for curricula development; in addition to the fee, expenses for mobility and accommodation can be applied for and claimed in line with the principles of economic efficiency and frugality.
  - for support staff (e.g. for assistance at conferences or workshops)
  - for translations of training materials or project-related teaching and learning materials, flyers, brochures, etc.
- **Travel expenses for project personnel**
  - Expenditure for travel and flights for employees of the grant recipient and other German higher education institutions involved in the project by contract can be submitted and



claimed in accordance with the Federal/State Travel Expenses Act (BRKG/LRKG); By derogation from this, rail travel only 2nd class, flight only economy class.

- Expenditure for travel and flights for employees of the foreign partner university/universities (forwarding recipients) are to be claimed in accordance with the principles of economic efficiency and frugality.

If trips are carried out in an environmentally compatible and sustainable manner, the necessary costs incurred as a result shall be reimbursed insofar as they are in reasonable proportion to the objectives of environmental compatibility and sustainability.

In terms of environmental sustainability, rail travel should be chosen instead of air travel for distances of less than 800 km (one way) whenever possible.

**Only the expenses for travel and flight from the university location / location of the partner university/universities are eligible for funding.**

- **Stays of project personnel**

- Expenses for the stay (accommodation and meals) for employees of the grant recipient and other German universities participating in the project by contract can be applied for and claimed for a maximum of one month in accordance with the BRKG/LRKG.
- Flat-rate subsistence allowances for employees of the foreign partner **university/institutions** (see table **Flat-rate subsistence allowances**).
  - The lump sum for the stay shall be incurred on the first day of the stay and shall be evidenced in a suitable manner, e.g. by a hotel bill. The flat-rate accommodation fee covers all costs related to the stay.

- **Equipment funding in Germany/outside Germany**

- Consumables (expenses for printing and reproduction, toner, inks, etc.)
- Non-consumables (expenses for software, licences; small equipment for better equipping the foreign partner university are eligible for up to 5,000 euros; in justified exceptional cases for South-South partnerships and particularly financially weak partner universities, up to 10,000 euros)
- Printing/publications/advertising and public relations (expenses for flyers, brochures, posters, etc.; in the online area, e.g. for developing, setting up and maintaining communication and learning platforms, internet presences, e-journals, online libraries).
- External services (Companies commissioned to provide services e.g. for translations, creation of websites, setting up and maintaining communication and learning platforms, internet presences, e-journals, online libraries).
- Other  
Expenditure for
  - Teaching and learning materials , teaching, textbooks, specialist media, etc.;
  - Visa fees;
  - Necessary vaccinations and malaria prophylaxis;
  - Fees for money transfer abroad;
  - Contribution to health insurance;
  - Professional excursions;



- **Participant allowance (50 euros/day/participant)** for holding events (workshops and conferences etc.)
  - The participant allowance is due on the first day of the event and is evidenced by a list of participants signed by the participants. The participant allowance covers expenses for technical equipment, room rental and coffee breaks, if applicable.

## Funded individuals

- **Travel expenses for funded individuals**

- **From the German higher education institution to the partner higher education institution/institutions abroad (and vice versa)**

Expenditure for travel and flight for funded individuals can be submitted and claimed in line with the principles of economic efficiency and frugality; rail travel (irrespective of their duration) only 2nd class and flight only economy class.

If trips are carried out in an environmentally compatible and sustainable manner, the necessary costs incurred as a result shall be reimbursed insofar as they are in reasonable proportion to the objectives of environmental compatibility and sustainability.

In terms of environmental sustainability, rail travel should be chosen instead of air travel for distances of less than 800 km (one way) whenever possible.

- **From partner university to partner university (South-South)**

Expenses for travel and flight are to be claimed according to the principles of economic efficiency and economy; rail travel (regardless of its duration) only 2nd class and flight only economy class.

- **Within the partner country/ies**

Expenses for travel and flights can be applied for and claimed in exceptional cases. The DAAD's approval must be obtained separately in each case.

- **Stays of funded individuals**

Residence allowances for **foreign** funded individuals staying in Germany to participate in the following activities: Research, discipline-specific course/workshop, internship, studies, teaching, etc.

<b>Status</b>	<b>Daily rate</b> (up to the 12th day) (in Euro)	<b>Monthly rate</b> (from the 13th day) (in Euro)	<b>Daily rate</b> in the final month (in Euro)
Students (up to max. 5 months)	50	934	31



Doctoral candidates Scientists, lecturers, assistants, administrative staff/management etc. (each with a Master's degree or equivalent). (each with a Master's degree or equivalent, up to 5 months)	80	1.200	40
Doctoral researchers and professors (usually max. 1 month)	(until the 22nd day)	(from the 23rd day)	
	89	2.000	67

Residence allowances for **German** funded individuals staying in the partner country and in South-South exchange to participate in discipline-specific courses, workshops, summer schools, etc.

<b>Status</b>	<b>Daily rate</b> (up to 12 day) (in Euro)	<b>Monthly rate</b> (from the 13th day) (in Euro)	<b>Daily rate</b> in the final month (in Euro)
Students (up to max. 5 months)	55	s. <b>Annex 3</b>	s. <b>Annex 3</b>
Doctoral students, scientists, lecturers, assistants, administrative staff/management, etc. (each with a Master's degree or equivalent). (each with a Master's degree or equivalent, up to 5 months)	85	s. <b>Annex 3</b>	s. <b>Annex 3</b>
Doctoral researchers and professors (usually max. 1 month)	(until 22 day)	(from the 23rd day)	
	89	2.000	67

The residence allowance is due on the first day of the stay and must be evidenced by a list of participants signed by the participants or in another suitable form (e.g. invoice for accommodation). The residence allowance covers all costs related to the stay.

The arrival and departure day are each considered a separate day.

Note:

It is essential that foreign guests are informed of the necessity of sufficient insurance cover. If it is not possible to take out overseas health insurance in their home country, it should be ensured that the foreign participants register for insurance immediately upon arriving in Germany.