



Funding Request and Reimbursement Guidelines. Version 1

This document outlines all the rules for requesting and reimbursing Vienna Doctoral School of Philosophy's funds.

Funding and reimbursement requests must be submitted after reading and accepting all of its terms and conditions.

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1. General Rules

1. Funding and reimbursement requests, as well as related questions, must only be sent to: vd.philosophy@univie.ac.at
2. Application & Approval
 - a. All costs must be specified in the application form
 - b. Only approved costs will be paid
3. Reimbursement will not exceed the amounts specified in the grant approval
4. Changes to Grants
 - a. Any changes must be submitted in advance to the VDP office
 - b. Approval of changes must be negotiated with the VDP office
 - c. Documented justification must always be provided for the VDP office to decide on unexpected costs
5. Application forms must include proof of prior search (e.g., screenshots of internet search for cost estimates)



6. VDP members are responsible for using funds economically and responsibly (e.g., no first class, use of special fares, no tips)
7. Unused Funds
 - a. If funds are not used or remain unused, the individual must notify the VDP
 - b. Refunds for unused paid reservations are possible only with: An invoice AND a medical certificate or another documented justification

2. Eligibility Criteria

PhD Funding Eligibility Timeline

First year:	After the first year:	After the second year (until PhD completion):
- No restrictions to apply	- Faculty Presentation passed - Dissertation Agreement signed	- Latest Annual Report signed



1. Timely Submission of Documents: Students cannot apply for funds when the required documents listed in the timeline are delayed.
2. Relevance: Funding is granted only for events directly related to the applicant's dissertation field, unless the event is a VDP training activity.
3. Resubmission of Applications: A rejected application cannot be resubmitted. Exceptions apply only if the rejection was due to procedural errors.
4. Active Participation Requirement: VDP members requesting funds must demonstrate active participation in the event.
 - a. At a conference, this means delivering a talk.
 - b. For summer or winter schools, this means participation in courses awarding ECTS.
 - c. For certified courses, this means enrollment in a career-relevant training (e.g., project application training).
5. Confirmation of Non-Funding by Other Bodies: If the applicant is a salaried praedoc or fellowship holder, the department, project, or other relevant institution must confirm that they will not cover the respective costs.

3. Catering, Business Lunch/Dinners

1. Application Stage
 - a. Must be submitted in an event organization grant
 - b. Include detailed total cost estimation and estimated price per person
 - c. Number & names of invited persons
2. Approval Stage



- a. Prior approval from VDP administration
- b. Approved only if event = valuable networking opportunity for hosting doctoral candidate(s)
- 3. Documentation Requirements
 - a. Attendee list (PDF) required for:
 - i. Lunch/dinner reimbursement
 - ii. Snacks & catering reimbursement
 - b. After event → submit list of actual attendees
- 4. Coverage Rules
 - a. Eligible: speakers + main organizers (VDP members listed in application)
 - b. Coverage includes at most 1 dish, 1 drink, 1
 - i. 1 dish, 1 drink, 1 extra (starter/dessert/coffee)
 - c. **Tips will NOT be reimbursed**
- 5. Financial Rules
 - a. Keep expenses economical (e.g., lunch menus)
 - b. Maximum coverage per person: Lunch: €20; Dinner: €30
- 6. Special Case: VDP summer school dinners may include additional guests

4. Speaker Fee Policy

- 1. General Provisions
 - a. Requests for speaker fees must be submitted through the Event Organization Grant Form.
 - b. Speaker fees are subject to taxation. All amounts listed are gross amounts (before taxation).
 - c. Payment of fees is only possible if the following conditions are met:
 - i. The talk is directly related to the dissertation field of the VDP member.
 - ii. The VDP is not the main sponsor of the event. The VDP is considered the main sponsor if it covers both travel and lodging expenses of the speaker.
 - iii. The speaker does not hold an affiliation with the University of Vienna.
 - d. Summer school instructor fees must be negotiated in advance and approved by the VDP Office as part of the budget plan of the summer school.
 - e. Individual fee arrangements may be negotiated by the VDP Office with individuals whose primary source of income is related to offering workshops (e.g., certified coaches, trainers).
- 2. Fee Structures
 - a. Fee Rate 1 – Local or Co-Sponsored Events:



For events where speakers are based in Vienna or when the event is co-sponsored:

- i. MA (or equivalent): €75 per hour of presentation, up to a maximum of €225.
 - ii. PhD (or equivalent): €100 per hour of presentation, up to a maximum of €250.
 - iii. Habilitation or higher (or equivalent): €125 per hour of presentation, up to a maximum of €300.
- b. Fee Rate 2 – Alternative to Travel and Lodging
- Instead of covering travel and lodging, the VDP may offer the following flat fees:
- i. Speakers traveling from EU & UK countries: Up to €350.
 - ii. Speakers traveling from outside Europe: Up to €800.

3. Payment

- a. Ask the speaker to fill out and send the "Speaker fees – Form" (available on Moodle) via email to the VDP office, and
- b. a scanned copy of their passport or ID.
- c. They will receive an email to electronically sign it afterwards.

5. Reimbursement Claims

1. Basic Rules

- a. Invoices and Receipts
 - i. Reimbursement is made only upon submission of invoices and receipts.
 - ii. All documents must be compiled into one PDF file per expense type.
 - iii. Bank Statements
 1. Bank statements are required if the payment was made in a currency other than Euro.
 2. Including bank statements in all cases is strongly recommended.
 - iv. Reimbursement claims can only be made after the event or conference has taken place.
 - v. A full calculation of costs must be provided.
- b. Direct Payments by VDP:
- i. The VDP may pay directly if agreed with a contractor in advance.
 - ii. A full calculation of costs must be provided.
 - iii. The agreement must be negotiated with and confirmed by both the contractor and the VDP Office.
- c. Recipient of Reimbursement: Reimbursement is made to the person who actually made the payment, even if this person is not the applicant.



- d. Eligible Expenses
 - i. Only expenses listed in the original application form will be reimbursed, and only up to the amount previously approved.
 - ii. Additional expenses require prior approval from the VDP Office.
- 2. Submission Procedure
 - a. Required Information: Each reimbursement request must include the personal details and bank details of the person to be reimbursed (see below).
 - b. File Submission
 - i. Submit one PDF per expense type to the official VDP email address.
 - ii. Use the subject line: "Reimbursement Claim".
 - iii. Attach the latest approved funding form.
 - c. Requests not following this procedure will be returned and must be resubmitted.
- 3. Personal Information of Reimbursed Person
Last Name, First Name, Email, Address, Phone, Employment status at the University of Vienna
- 4. Bank Information of Reimbursed Person
 - a. For European Countries
Account holder name (as on card or account), Bank name, IBAN, BIC
 - b. For Non-European Countries
Account holder name (as on card or account), Account number, Bank name, Bank address, Routing/BIC/SWIFT
- 5. Eligible Costs
 - a. Conference Grants & External Research Stays
 - i. Work materials (e.g., printing)
 - ii. Train, bus, airfare (not first or executive class); Public transportation (taxis reimbursed only with proof of no available public transport)
 - iii. Accommodation (must represent good value; only the VDP member's accommodation is covered, invoice must be issued in their name only)
 - iv. Registration fees
 - b. Internal Events
 - i. Speaker travel and lodging expenses
 - ii. Advertising costs
 - iii. Snacks, drinks, catering (excluding alcohol)
 - iv. Lunch/dinner
 - v. Speaker fees



6. Example of Submission

You want to claim reimbursement for: Train tickets (Vienna ↔ Graz), Conference fees

You have invoices and bank statements for all expenses.

Correct Submission: send an email to the VDP office, use the subject line: “Reimbursement Claim”, and include

1. PDF 1: Train ticket (Vienna → Graz) invoice + bank statement
2. PDF 2: Train ticket (Graz → Vienna) invoice + bank statement
3. PDF 3: Conference fee invoice + bank statement
4. Document: The latest approved funding form
5. In the email: The personal and bank information of the person to be reimbursed
6. In the email: Overview of cost incurred

7. When to apply?

1. Throughout the year, except for conference and external research stays grants
2. **For external research stays, the deadlines are mandatory. Conference grants will be prioritized for applications that adhere to these deadlines.** You will receive a response shortly after the application deadline.
3. **Deadlines** for travels between
 - a. February 1st - April 30th: Apply by January 15th.
 - b. May 1st - July 31st: Apply by March 15th.
 - c. August 1st - October 31st: Apply by July 15th.
 - d. November 1st - January 31st: Apply by October 15th.