

# Application for Travel Cost Subsidy by the AStA of HfM Karlsruhe

## Note:

The subsidization of travel costs for study purposes from the budget of the AStA of HfM Karlsruhe is an offer that can only be maintained if all parties involved handle it honestly and responsibly. If it turns out that this offer is being misused, the AStA will withdraw the offer.

## Occasion:

- **Travel costs** for competitions, master classes, auditions, specialist lectures, and other study-related continuing education events can be subsidized upon application by the AStA. **Concerts for which a fee has been paid by the organizer will not be subsidized.**
- Travel costs **can only be subsidized retroactively and upon submission of a participation confirmation** (copy). Without a participation confirmation from the organizer, no subsidy is possible! We only accept an **official confirmation** from the organizer or an audition confirmation as proof of participation. We **do not accept screenshots** of private emails, private social media conversations, or various schedules.
- Applicants **must be enrolled** at HfM Karlsruhe at the time of the event.
- For journeys using public transport, the original ticket must be enclosed. The journey may commence no earlier than two days before the start and no later than two days after the end of the event.
- If the event takes place in the **summer semester**, the application deadline is **October 31** of the same year. If the event takes place in the **winter semester**, the application deadline is **April 30** of the same year. Applications will be processed by the AStA only after the deadline has passed.
- The AStA decides on the approval and amount of the travel cost subsidy and will transfer the approved amount as soon as possible at the beginning of the new semester. There is no entitlement to a subsidy.
- If travel costs are subsidized by another source (for example the Freundeskreis or the HfM administration), a subsidy from the AStA is not possible. Multiple subsidies are excluded and will be verified by the administration, the Freundeskreis, and the AStA.
- **All documents (application form, participation confirmation, and if applicable, tickets or fuel receipts)** must be submitted in an envelope to the AStA mailbox in the foyer of Schloss Gottesaue or sent as **a single combined PDF attachment** (no Word or PNG files, multiple attachments, etc.) to the AStA travel cost email address ([fahrtkosten.asta@hfm.eu](mailto:fahrtkosten.asta@hfm.eu)). Otherwise, the application will not be processed!

## Amount of the Subsidy:

- In general, every semester, all incoming applications are collected until the end of the application deadline. After that, the available funds of €1,500 per semester will be distributed among the applications in relation to the amount requested. If too many applications are received, the subsidizable amount will be capped at €100 per person. This means that depending on the number of applications received, the maximum subsidy amount may vary.
- The following guidelines apply:
  - For journeys using public transport, the fare for second class will be subsidized.
  - For journeys using a personal car, a mileage allowance of €0.30 per kilometer applies. The number of kilometers driven will be calculated using the following route planner: [Falk Routenplaner](#), and may be verified by the AStA. For carpooling, the allowance will be divided by the number of passengers.
  - Air travel will only be subsidized if it can be proven that no other option was available (e.g., overseas travel).

This regulation is valid from March 1, 2025.

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Name, First name, Student ID: \_\_\_\_\_

Degree program, Major: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Location and date of the event: \_\_\_\_\_

Brief description of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Details of the journey:

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

Total travel costs: \_\_\_\_\_ €

☐ I traveled by public transport. The ticket is attached.

☐ I traveled by car. Distance driven: \_\_\_\_\_ km

☐ I traveled alone.

☐ I took \_\_\_\_\_ people with me.

☐ Carpooling in a foreign vehicle. Number of passengers: \_\_\_\_\_

### Bank account details:

Bank institution: \_\_\_\_\_

Account holder: \_\_\_\_\_

IBAN: \_\_\_\_\_

BIC: \_\_\_\_\_

*Without the required documents, no travel costs can be reimbursed.*

*I hereby declare that I acknowledge the information on the reverse side.*

Location, Date, Signature:

\_\_\_\_\_

**To be filled out by the AStA.**

Amount of the subsidy:

\_\_\_\_\_ €