

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

## Notes:

- The subsidizing of travel costs for study-related purposes from the AStA budget of HfM Karlsruhe can only continue if everyone involved acts honestly and responsibly.
- **Travel costs** for competitions, masterclasses, auditions, specialist lectures, and other study-related advanced training events may be subsidized by the AStA upon application.
- **Concerts for which a fee was paid by the organizer are not eligible for subsidy.**
- Travel costs can **only be reimbursed retrospectively and only upon submission of proof of participation** (copy).
- Applicants must be **enrolled** at HfM Karlsruhe at the time of the event.
- For travel by public transport, the original ticket must be enclosed.
- If the event takes place in the **summer semester**, the application deadline is **31 October**. If the event takes place in the **winter semester**, the application deadline is **30 April**.
- The AStA decides on approval and the amount of the travel subsidy.
- If travel costs are subsidized from another source, an AStA subsidy is not possible.
- **All documents (application form, proof of participation, and if applicable tickets or fuel receipt)** must be placed in an envelope and dropped into the AStA mailbox in the foyer of Schloss Gottesaue, or sent as **one merged, well-sorted PDF in the correct order** to [fahrtkosten.asta@hfm.eu](mailto:fahrtkosten.asta@hfm.eu).

## Amount of Subsidy:

- Every semester, all submitted applications are collected and the available budget of 1500 € per semester is distributed among them.
- If there are too many applications, the maximum eligible subsidy is capped at 100 € per person.
- For public transport, only the fare for **2nd class** is subsidized.
- For travel in your own car, a **flat rate of 0.30 €** per kilometer applies.
- Travel by **airplane** is subsidized only if **it can be proven that no other option** was available.

*This version supersedes all previous versions. Older forms are not accepted. Only this form is valid from 01.04.2026 onward.*

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

*I hereby confirm that I accept the notes above.*

**Place, date, signature:**

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**To be completed by the  
AStA.**

Amount of subsidy:

\_\_\_\_\_ €

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

Last name, first name, student ID: \_\_\_\_\_

Degree program, major: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

No.	Event	Location	Date
1			
2			
3			
4			
5			

No.	Description of the event
1	
2	
3	
4	
5	

No.	Outbound date	Return date	Costs (€)	Mode of transport
1				
2				
3				
4				
5				

fill in only if applicable	1	2	3	4	5
I traveled by car					
Kilometers traveled:					
I traveled alone					
I took with me (number)					
Carpooling in another private car. Number of passengers:					

**Bank details:**

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

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

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

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