

APPLICATION FORM: TRAVEL FUNDING

– Travel cost support for researchers from Africa and other developing regions –

Please submit this application to GIZ (Ms. Helga Wenhold) at helga.wenhold@giz.de and IIPF (Ms. Barbara Hebele) at hebele@iipf.org

**IIPF Annual Congress 2015
Dublin, Ireland**

Full name and title:

Affiliation and address:

Country:

E-mail address:

Mobile number:

Please shortly motivate why you require support from GIZ for your travel costs and whether your congress participation is dependent on receiving a certain amount – if at all. State your cost estimation (on a separate sheet, if necessary).

Please send your application by April 15, 2015. Your application for travel funding will be considered and feedback given to you by May 15, 2015.

Successful applicants are expected to organize flight tickets and accommodation as well as the necessary visa themselves. It is advisable to apply for a visa well ahead of time, and even before acceptance of the travel cost support application. The IIPF can help with an invitation letter or similar. You are also expected to register for the congress by paying the registration fees (before May 31).

Please note that GIZ can cover contributions to Economy class return flight tickets and accommodation. The total contribution for each applicant will be EUR 500.00 or more, depending on the number of applicants. In order to obtain the funding, the applicant needs to submit all relevant original documents after the congress (see list below).

In order for IIPF/GIZ to reimburse you afterwards, please keep all original documents and submit the following documentation (by regular mail) to: International Institute of Public Finance e.V., Barbara Hebele, Administration Manager, Poschingerstr. 5, 81679 Munich, Germany

1. Travel / Accommodation
 - Original flight booking invoice
 - Proof of payment of the flight invoice / receipt
 - Copy of the e-ticket
 - All boarding passes (originals)
 - Hotel invoice
 - Proof of payment of the hotel invoice / receipt

2. An original invoice or letter for the reimbursement of the travel costs, signed by yourself, on which your full banking details for international bank account transfer appear.