Information due to the regulations of Vienna University of Technology regarding reimbursement of costs for travel and stay

Due to the regulations of Vienna University of Technology the following costs can be reimbursed:

- rail travel first class as per tariff (if applicable in a sleeping-car)
- flight economy class (only if distance is more than 500 km);
  no reimbursement of parking costs!
- public transport
- daily allowance (for maximum one day) for members of foreign universities only (€ 26,40)
- accommodation (for maximum one night)

At the Rigorosum/Defense the external examiner will get a form „settlement for external guests“. It is to be filled in. The completed form including all receipts and invoices in original (!) is to be sent to the following address:

Vienna University of Technology  
Faculty of Informatics  
Office of the Dean  
Erzherzog-Johann-Platz 1/180  
A-1040 Vienna, Austria

further related infos:

- Generally the Vienna University of Technology only refunds costs for public transport.
- Taxi/cab only in reasoned exeptional cases. (Arrival late at night)
- No reimbursement of costs for car rental.
- No reimbursement of costs for rides with private car. (Only in well reasoned exeptional cases.)
- A prefinancing by the student is not feasible.
- Cash settlement is not possible.