

I N F O R M A T I O N
f o r e x t e r n a l e x a m i n e r s

Information due to the regulations of TU Wien regarding reimbursement of costs for travel and stay

Due to the regulations of TU Wien 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)
- accomodation (for maximum one night)

Please direct your enquiry about the refundable amount to Tamara Lenes
(tamara.lenes@tuwien.ac.at)

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:

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

further related infos:

- Generally TU Wien 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.