



Guidelines: Reimbursement and fee

Assessment fee

Prior to the defence, the Graduate School will send you a form for the disbursement of the assessment fee. The standard assessment fee is currently DKK 6,744.16, corresponding to 16 hours of work. Please note that the chairperson will not receive a separate assessment fee since he/she is employed by the Faculty. Assessment of a revised thesis does not include an additional assessment fee.

Booking of travel and accommodation

Please book your flight and hotel as soon as the thesis has been approved for defence by the Graduate School. If you need help regarding hotel reservations, please contact the principal supervisor or the chairperson.

Expenses for travel and accommodation

Reimbursable travel expenses include airfare, accommodation, ground transportation, travel in a private vehicle, meals and small necessities.

Please note that bank statements, credit card receipts and order confirmations do not qualify as receipts, only invoices are accepted.

Transportation:

Airfare: Maximum reimbursable airfare is economy class. If economy class is not available for a specific flight, an amount corresponding to the cost of an economy class ticket will be reimbursed.

Ground transportation: The cheapest possible means of transportation should be selected.

Please note that Uber fares cannot be reimbursed, since Uber is considered illegal in Denmark.

Transport in a private vehicle: current rate (2017) is DKK 1.93 per km.

Hotel:

The maximum reimbursable amount is currently DKK 1.020 per night. The maximum reimbursable stay for travels within Europe is one night and two to three nights for travels overseas.

The Graduate School will not be able to reimburse hotel expenses unless you provide a final invoice directed to 'KU-Blegdamsvej 3B'. Please ask in the hotel reception for the final invoice when checking out.

Private accommodation:

Current rate (2017) is DKK 209 per night.

How to claim reimbursement of travel expenses

For assessors residing abroad:

Prior to the defence, the Graduate School will send you forms for the reimbursement of travel expenses and assessment fee.

For assessors residing in Denmark (with Danish CPR no.)

Prior to the defence, Graduate School will send you a link, and the staff at Graduate School will take care of reimbursement and fee. Self-service is also available in RejsUd.

Questions? Please contact the Graduate School at phdschool@sund.ku.dk or (+45) 35 32 65 70