Guidelines: assessment fee and reimbursement of expenses

Assessment fee
The standard assessment fee is DKK 6,744.16, which corresponds to 16 hours of work. Please note, the chairperson does not receive an assessment fee because he or she is employed by the Faculty of Health and Medical Sciences. Assessment of a revised thesis does not carry an additional assessment fee.

Booking travel and accommodation
Please book your flights and hotel as soon as the thesis has been approved for defence by the Graduate School. If you need help making hotel reservations, please contact the Graduate School at phdschool@sund.ku.dk or on: (+45) 35 32 65 70.

Travel and accommodation expenses
Reimbursable travel expenses include airfares, accommodation, ground transportation, travel in a private vehicle, meals, and small necessities. Please note, only receipts detailing the purchase are accepted as evidence of payment. Bank statements, credit card receipts, and order confirmations do not qualify as receipts for these expenses.

Transportation

Airfares
The Graduate School will only reimburse you for economy class airfares. 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 Graduate School will reimburse you for transportation expenses from the airport or train station to the hotel, and from the hotel back to the airport or train station. The cheapest possible means of transportation should be used. Please note, Uber fares cannot be reimbursed as Uber is illegal in Denmark. The reimbursement rate for transport in a private vehicle is DKK 1.93 per km.

Incidental transportation and other expenses
If you are staying in Denmark for more than 24 hours, the Graduate School will offer you a daily allowance (per diem) of 436 DKK to cover all local transportation expenses during your stay (e.g. to and from the hotel
for the thesis defence) and other expenses, e.g. meals and transport. If your trip lasts less than 24 hours, you may claim reimbursement of your incidental transportation and other expenses separately.

**Hotels**
The maximum reimbursable amount for hotel accommodation is DKK 1,000 per night. For travels within Europe, the maximum reimbursable stay is one night. For travels outside Europe, the maximum reimbursable stay is two to three nights. The Graduate School cannot reimburse you for hotel expenses unless you provide an invoice directed to ‘KU-Blegdamsvej 3B’. Please ask at the hotel reception for the final invoice when checking out.

**Private accommodation**
If you are accommodated in a private house (with family or friends) during your stay, the Graduate School offers you a small allowance amounting to appr. 209 DKK per night.

**How to claim reimbursement of expenses**
Before the PhD defence takes place, the Graduate School will send you a link to the form that you need to complete for your assessment fee to be paid and expenses reimbursed. If expenses have been paid directly by your employer, please ask your workplace to send an invoice (a PDF file) to phdschool@sund.ku.dk. The invoice(s) must be marked:

University of Copenhagen  
Blegdamsvej 3B  
Graduate School of Health and Medical Sciences  
DK-2200 Copenhagen  
Denmark  
VAT: DK29979812

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