

## **Bonus to cover caretaking costs during business travel**

### **Objective**

WU would like to support researchers with caretaking responsibilities or care needs.

Researchers should not have to limit their international network building activities, which are such a key factor for academic success, because of caretaking responsibilities or care needs.

Caretaking responsibilities or care needs include not only childcare, but also the care of spouses or partners in need of constant care or the care of elderly parents or grandparents.

**As a guideline, a bonus of approx. € 1,500 per employee and calendar year is available for additional caretaking costs.**

### **Requirements**

If business travel or other travel activities supported by WU results in additional costs for you because of your caretaking responsibilities (or care needs), you now have the option of [applying online](#) for a bonus to cover caretaking costs.

To be eligible for this bonus, you need to be currently employed by WU or on caretaking leave.

**Applications can be submitted before departure and up to three months after your return.**

Proof that the trip was actually taken is required before a refund can be issued (e.g. boarding passes for all travelers included in the application). Further information will be provided once your application has been approved. A travel expense report is required for payment of the travel allowance.

### **Application process:**

The following information needs to be provided on the online application form:

- Travel dates
- Destinations
- Reason for travel
- Has this trip already been approved?
- Is support for this trip already being provided from other WU in-house funding programs (if yes, which ones)?
- Brief description of caretaking responsibilities
- Brief description of the person/people in need of care

**[Applications can be submitted at any time – no application deadlines apply](#)**

### **Decision**

The Vice-Rector for Financial Affairs and the Vice-Rector for Research make the final decision on the awarding of this bonus.

### **Processing time:**

The Rector's Council makes every effort to process all applications within six weeks.

## **Payment**

Financial support is available for the following situations, for example:

Travel and lodging expenses for accompanying children and an additional caretaker, childcare costs at the destination, additional costs for hired caretakers, etc.

As a guideline, a bonus of approx. **€ 1,500** per employee and calendar year is available for additional caretaking costs.

### **If your application is approved:**

We would like to remind you that this bonus is subject to social insurance and income tax, meaning that the actual amount paid out will be lower than the bonus amount.

Insurance coverage: Please note that the costs incurred for any insurance policies (e.g. insurance for accompanying people, care services) cannot be refunded.

## **Information**

Contact:

Manuela Wade, ext. 5109, email: [manuela.wade@wu.ac.at](mailto:manuela.wade@wu.ac.at)

Ruth Heuberger, ext. 5108, email: [ruth.heuberger@wu.ac.at](mailto:ruth.heuberger@wu.ac.at)

We would appreciate any [feedback](#) you would like to give us.

If you have any questions, please do not hesitate to [contact](#)

## **Target group**

- Doctoral students
- Post-docs
- Habilitation candidates
- Professors

## **Eligible for funding**

- Travel expenses
- Stays abroad
- WU in-house funding