

FACT SHEET FOR THE FINAL REPORT

Six months after awarding the need-based scholarship you must submit a report. Therefore, please submit the following documents to studienrecht@wu.ac.at

- FLIGHT:** Invoice from the airline or travel agency and the Boardingpass (proof that the flight was actually taken). **Only the boarding pass is not sufficient!**
It is also possible to present an **online ticket** together with the respective boarding pass. In addition, the credit card invoice or an Internet printout from the bank showing the payment made must be presented. **Only online tickets are not sufficient!**
- HONORARY NOTES:** Confirmations from individuals with name, address, telephone number, e-mail address and description of the activity carried out for the costs will be accepted. In **addition, the bank transfer receipt is** required as proof that the respective person has actually received the amount.
- HOTEL INVOICES:** For Internet bookings, proof of payment must be enclosed (credit card invoice or Internet printout from the bank).
- TRAVEL EXPENSES (BY CAR):** We will not pay for each driven kilometer, instead we consider receipts for fuel and receipts for toll charges.
- COPYING COSTS:** will **not be reimbursed!**
- PROOFREADING:** The costs for proofreading of academic thesis written in a language **other than your first language** are considered in the statement of costs.
- CRITICAL INSURANCE:** will be reimbursed for citizens of third countries
- BUY ONE LAPTOPS or PC'S:** will **not be reimbursed!**
- LITERATURE:** The literature must be relevant to the topic of the thesis. In the case of Internet purchases, the credit card invoice or Internet statement from the bank must be enclosed. Otherwise, original invoices and proof of payment must be submitted.
- TAX INVOICES:** Only original invoices with date and price will be accepted.



TRANSPORTATION COSTS

Train and bus tickets as well as invoices for public transportation must be submitted in the original and with the respective proof of payment (credit card invoices or an Internet statement from the bank). **Vienna subway and bus tickets will not be reimbursed.**

TRAVEL AND CANCELLATION POLICY

INSURANCE: will be reimbursed

VISUM:

Invoice or confirmation of the embassy and a copy of the visum in the passport.

PLEASE NOTE:

In case that you don't provide receipts or cannot prove payments, the respective amounts must be pay back.

