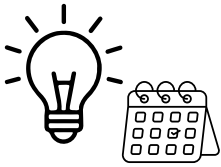


# How To Apply

This is only a visual guide. Please read the instructions on the next page carefully.

## Before Event

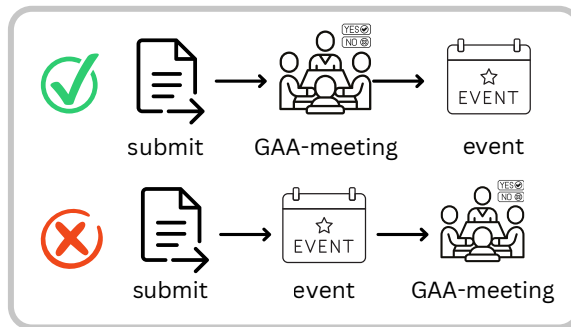
### 0. Plan an event and calculate the expected cost.



### 1. Fill out the application form and send to : [gaa-sekretariat@mail.uni-freiburg.de](mailto:gaa-sekretariat@mail.uni-freiburg.de)

Submit your application before the event and **early enough** for discussion at the GAA meeting.

- < €500: 48h before, send to secretary
- > €500: 1 week before, send to secretary
- > €1000: 1 week before, send to [gaa@mail.uni-freiburg.de](mailto:gaa@mail.uni-freiburg.de)



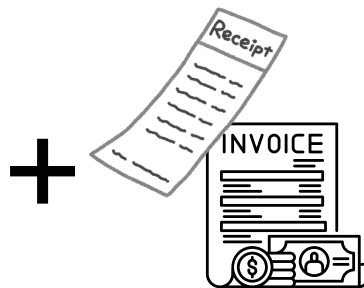
### 2. GAA Meeting (first Wednesday of every month): decide whether to support the event.



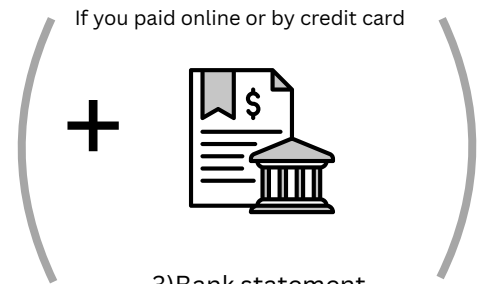
The application is approved or rejected at the meeting.

### 3. Within three months from the date of the event, send following documents to : [gaa-sekretariat@mail.uni-freiburg.de](mailto:gaa-sekretariat@mail.uni-freiburg.de)

## After Event



2) Receipts (the original!)



3) Bank statement (transaction visible)

**<- Do not complete or sign this section!!**

1) Auszahlungsanordnung

Reimbursement may take several weeks after submission.