LEB TRAVEL FUND

The LEB Travel Fund, a named fund administered by University Fund Wageningen, stimulates developments in research at Wageningen University and Research (WUR). The LEB Travel Fund provides financial support for visits to scientific meetings and study trips.

FUNDING GUIDELINES (EFFECTIVE 1 NOVEMBER 2026)

(Approved 6 October 2026)

GENERAL PROVISIONS:

The LEB Travel Fund focuses on:

- PhD candidates of Wageningen University
- Junior scientists (up to and including 8 years after MSc-graduation or completion of their PhD) with a temporary position at WUR
- Foreign researchers with a temporary appointment at WUR or foreign guest researchers affiliated with WUR through a hosting agreement, who come from developing countries with limited financial support.

Two grants per person
An individual person can qualify twice for funding, provided that the grants fall into different categories (see page 2).

A maximum of seven grants per chair group per year
Each chair group can apply for a maximum of seven grants per calendar year, regardless the grant category (A, B or C, see page 2). A PhD trip counts as 1 grant.

A maximum of one grant per chair group for a PhD-trip every two years
A chair group can apply once every 2 years for one grant request for a PhD-trip.

Apply in time, at least one month before the activity
Your application in category in A and C must be submitted at least **one month before** the activity for which the grant is requested. For category B, a PhD trip, the application should be submitted at least **three months** before the activity for which the grant is requested.

Funding is not provided for:
- Personal expenses, such as food and drinks, unless they are explicitly included in the event (e.g. a conference dinner)
- Personnel costs (e.g. hourly wages or salaries)
- Purchases of materials and equipment
- Publication costs
- Travel expenses that are already covered elsewhere (e.g. under the TSP)

We assume reasonable travel and accommodation costs (capped at the daily amounts set by WUR).

Maximum funding amount
A maximum grant amount has been set for each activity. See page 2.

Co-financing
The LEB Travel Fund provides funding based on the principle of co-financing. The Fund can reimburse up to **50%** of the declared amount, but not exceed the maximum permitted amount for the activity. See page 2.

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Provisional grant amount Based on your budgeted costs, a provisional grant amount is awarded. The final grant amount is awarded based on the actual costs incurred in your final statement of expenses and cannot exceed the maximum permitted amount for the activity.
Payment afterwards The payment of the grant will take place after the activity has been completed.
Reimbursement The final statement of expenses must be submitted **within two months** after the activity took place. In case the statement of expenses is not submitted in time, the grant will be null and void without further notice.
Disclaimer The LEB Travel Fund reserves the right to deviate from the guidelines based on financial or substantive considerations.

ACTIVITIES ELIGIBLE FOR FUNDING

Category	Conditions	Funding
A. Participation in scientific meetings abroad (conferences, symposia, workshops) during which the applicant delivers an oral or poster presentation	Provide proof of the invitation or the inclusion of the presentation in the program of the meeting.	50% of the total costs up to a maximum of € 750, -
B. Participation in study trips by groups of PhD students	• requests must be submitted through a chair group; • requests can be submitted not later than three months before the study trip; • the application does not qualify as one of the two personal grants in different categories that can be granted by the fund.	50% of the total costs up to a maximum of € 2.500, -
C. Participation in specialized training abroad	• the training cannot be included in the accepted Training and Supervision Plan (TSP); • the TSP must be submitted as proof; • Clear learning objectives should be defined; • A recognized educational or research institute should be involved	50% of the total costs up to a maximum of € 750, -

APPLICATION

Applications for funding must be submitted to University Fund Wageningen (UFW), which processes applications on behalf of the LEB Travel Fund, via SURFfilesender to the email address ufw@wur.nl. The application form can be downloaded from the LEB Travel Fund's webpage.

A request for funding must contain the following information:

- Terms of employment of the applicant
- Reason for funding request and a description of the activity, including the date or dates the activity will take place
- Statement of approval and detailed explanation of the activity by the scientific supervisor
- By young researchers: confirmation by their supervisor that they obtained their PhD or MSc no more than 8 years ago.
- Specified estimate of expenses, including the desired amount of funding using the budget template provided for this purpose.
- A statement by the applicant that no grant has been received before in the relevant category and a statement that the maximum of two grants per person has not been exceeded by this application
- For category A: proof of the presentation that is to be delivered
- For category C: the Training and Supervision Plan (TSP) and an invitation letter or a confirmation of your participation in the training by the institute involved

REQUEST FOR PAYMENT / STATEMENT OF EXPENSES

A final statement of expenses must be submitted to UFW **within two months** after the activity took place. If the declaration is not received within two months, the award will expire without further notice.

The statement of expenses must include the following information:

- An overview of the expenses actually incurred in euros, using the budget template provided for this purpose. Include explanations, currency conversions, and depreciation in euros, if applicable..
- Proof of payment (official invoices or scans of receipts for lodging expenses, air tickets, travel agent, visa, etc.) need to be added to the budget template.
- Bank account number (IBAN), and the name and address of the account holder
- Filled out evaluation form including relevant photos of the conference or trip (such as: the presentation or the poster, the group of PhD candidates)