

Future Leaders Forum

14–16 December 2025 – Heidelberg, Germany

FUNDING & REIMBURSEMENT INFORMATION

To help all participants prepare smoothly, please review the following information carefully before contacting us with questions.

WHAT IS COVERED BY HEIDELBERG UNIVERSITY?

- Accommodation: Hotel rooms are provided and paid for by Heidelberg University for two nights (14–16 December 2025).
- Travel costs: Travel expenses will be reimbursed up to 1,200 EUR. (Note: Airport transfer is included)
- Catering: Lunch, coffee breaks, and refreshments during the event are included.
- Dinners & Social Program: Details about dinners and social or cultural activities will be shared closer to the event.

WHAT IS NOT COVERED BY HEIDELBERG UNIVERSITY?

- Daily allowances or per diems.
- Visa application fees and related costs.
- Additional hotel nights before or after the official event dates. (Participants staying longer for personal reasons must arrange and pay for their own accommodation. A list of hotel suggestions will be provided.)

REIMBURSEMENT GUIDELINES

- Travel costs will be reimbursed after successful participation in the workshop.
- Each participant must sign the attendance form upon arrival.
- Participants must book their own travel to and from Heidelberg.
- The reimbursement form will be available in mid-November 2025.
- **Please keep all receipts! Only expenses with original receipts can be reimbursed.**
- Reimbursement processing may take up to two months after submission.

IF YOU COMBINE TRAVEL WITH PRIVATE STAYS

- If you extend your trip for personal reasons:
 - You must prove that the private stay does not increase travel costs.
 - Submit **three comparable flight offers**, one showing the cost for official travel dates only (same airline and booking channel).
 - Without this comparison, only 50% of your flight costs can be reimbursed.

VISA INFORMATION

- Check the rules of the German Federal Foreign Office [HERE](#). Follow the specific rules for your specific country.
- For an invitation or support letter, please contact: Maria Herz (maria.herz@ipw.uni-heidelberg.de).

ACCOMMODATION

- During the two day forum you will be staying at the [international Academic Forum](#) (IWH) in the old town. This is paid for by the University of Heidelberg.
- **Breakfast is included.**

GETTING TO HEIDELBERG

- **Frankfurt airport:**
 - [Airport shuttle](#)
 - [Train: German Railways DB](#)
- **Stuttgart Airport**
 - [Train: German Railways DB](#)

DIETARY REQUIREMENTS

- Heidelberg University respects all dietary requirements.
- If you have not yet shared your needs, please inform us as soon as possible.
- A dietary information form will be sent out in mid-November for you to complete.

FORMS AND TEMPLATES

All necessary forms (e.g. reimbursement, dietary preferences, etc.) will be available to participants in mid-November 2025.