



Allgemeiner Studierendenausschuss  
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## Checkliste for the Application for Sports Promotion

- for your own overview -

| I. Application  |  |
|---|--|
| Fill in the AK Sport <a href="#">application form</a> |  |
|   | General information about the event  |
|   | List of costs: <ul style="list-style-type: none"><li>• Registration fees</li><li>• Travel and catering costs</li><li>• Organisation costs</li><li>• Material costs</li></ul> |
|   | Justification for travel costs & choice of transport (if applicable)   |
|   | Justification for organisation & material costs  |
|   | Send application via <a href="mailto:astasport@uni-trier.de">astasport@uni-trier.de</a> to the AK Sport  |

### II. Vote in the AStA/StuPa

The application is voted on in the AStA or (from €1000) in the StuPa. The sports groups are asked to present their applications themselves in the respective committees, but at least in the StuPa.

### III. Realisation & Participation in the Event

Good luck and have fun at the event. The costs for the event will be reimbursed after proof of use has been provided.

| IV. Proof of Use |  |
|------------------|--|
|                  | Hand in Invoices and receipts in the office in B15   |
|                  | Copy of the student ID cards of the participating students   |
|                  | Brief report on the event  |
|                  | Send proof of use via <a href="mailto:astasport@uni-trier.de">astasport@uni-trier.de</a> to the AK Sport |

### V. Get Refunded

Once all documents have been submitted, the money will be transferred to the bank account specified in the application. Alternatively, you can also request a cash refund from our finance department.