FOM FME TUL ARRIVAL of a foreign

 employee/student[[1]](#footnote-1)

Application for Travel Grant-Arrival

|  |  |
| --- | --- |
| ApplicantDepartment, the Head of Departmenttelephone, e-mail |  |
| Last name and first name of the incoming person |  |
| Foreign home institutions of the incoming person |  |
| Country of arrival |  |
| Position of the incoming person at a home institution(e.g., Head of department, etc., for students – department, study programme, year of study, etc.)  |  |
| Purpose of stay(more details in the written justification of the request) |  |
| Length of stay | Arrival date: |  | Departure date: |  | Total number of days: |  |
| Estimated costs associated with the stay of the foreign employee2 /student3: | **I confirm that the above information is correct.****Date:****Signature of the Applicant:** |
| Travel costs |  |
| Accommodation costs |  |
| Meal allowance |  |
| Costs associated with participation in international study/professional events |  |
| Other costs |  |
| Total costs |  |
| Contribution required |  |
| Approval and Signature of the Head of Department |  |

**Attachments:**

1. Confirmation of acceptance of mobility (e.g., by e-mail)
2. Written justification of the request

Submit the original application including the required attachments to the Study Department, International Relations Office.

1. Mark the type of mobility.

2 Allocation of funds to cover the stay of a foreign employee at the FME TUL is governed by the [Bursar's Directive No. 7/2013](https://doc.tul.cz/1107).

3 The amount of funds allocated for the stay of a foreign BSP/NMSP/DSP student at the TUL FS may be derived from the conditions of allocation of scholarships under the CEEPUS programme or according to the expected costs of the stay. [↑](#footnote-ref-1)