FOM FME TUL ARRIVAL of a foreign

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

Application for Travel Grant-Arrival

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant  Department, the Head of Department  telephone, 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)