FOM FME TUL EMPLOYEE

Application for Travel Grant

Internship abroad/Creative stay/Stay to establish R&D cooperation or project preparation/ Stay to start internship of DSP students/Participation in an international professional event abroad/ /Participation in other activities abroad such as summer schools, symposia, etc.[[1]](#footnote-1)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname, name of applicant, titles |  | | | | | | |
| Employee identification number |  | | | | | | |
| Telephone, e-mail |  | | | | | | |
| Focus of the applicant's R&D activities |  | | | | | | |
| Department |  | | | | | | |
| Name of immediate superior |  | | | | | | |
| Approval of the Head of Department/Immediate Superior | I agree | | I disagree | | Date, signature, stamp | | |
| Name of the foreign host university/institution, country |  | | | | | | |
| Faculty / Field / Specialization |  | | | | | | |
| Purpose of stay  (see cover letter for details) |  | | | | | | |
| Length of business trip  (incl. departure/arrival days) | Departure date |  | | Arrival date | |  | Total number of days: |
| Estimated costs in CZK: | | | | | | | |
| Travel costs |  | | | | | **I confirm that the above information is correct.**  **Date**  **Signature of the Applicant:** | |
| Accommodation costs |  | | | | |
| Meal allowance[[2]](#footnote-2) |  | | | | |
| Costs associated with participation in international study/professional events |  | | | | |
| Other costs |  | | | | |
| Total costs |  | | | | |
| Contribution required |  | | | | |

**Attachments:**

1. proof of admission to the receiving institution/admission consent of the receiving institution
2. cover letter
3. proof of the event/programme abroad

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

1. Mark the desired type of mobility [↑](#footnote-ref-1)
2. For the calculation of the meal allowance, it is necessary to use the currently valid Decree of the Ministry

   of Finance of the Czech Republic on the determination of the basic rates of foreign meal allowances and also to proceed in accordance with the [Directive of the Bursar No. 2/2012 on travel allowances](https://doc.tul.cz/5266). Current rates of foreign meal allowances please find at <https://www.fs.tul.cz/tul> . [↑](#footnote-ref-2)