



**ORDER  
OF THE RECTOR  
OF VILNIUS UNIVERSITY**

**ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR THE  
REIMBURSEMENT OF EXPENSES INCURRED DURING THE STUDY INTERNSHIP  
OF VILNIUS UNIVERSITY**

In accordance with Article 43(1)(42) of the Statute of Vilnius University:

1. I approve the Description of the Procedure for the Reimbursement of Expenses Incurred During the Study Internship of Vilnius University (attached).

2. I establish that the Description approved by Item 1 of this Order shall enter into force on 1 January 2023. Until this term, upon a decision of the head of a core academic unit of Vilnius University, the students who study at the relevant unit and who during training internships, professional internships, and expeditions are not provided with food may be provided meal allowance of a higher amount than that established by Order of the Rector of Vilnius University No. R-63 of 1 April 2009 "On the approval of the Vilnius University Procedure for the Reimbursement of Expenses Incurred During Training Internships, Professional Internships, and Expeditions".

3. I acknowledge Order of the Rector of Vilnius University No. R-63 of 1 April 2009 "On the approval of the Vilnius University Procedure for the Reimbursement of Expenses Incurred During Training Internships, Professional Internships, and Expeditions" as becoming invalid from 1 January 2023.

APPROVED  
by Order No. R-\_\_\_ of \_\_\_ May 2019  
of the Rector of Vilnius University

## **DESCRIPTION OF THE PROCEDURE FOR THE REIMBURSEMENT OF EXPENSES INCURRED DURING THE STUDY INTERNSHIP OF VILNIUS UNIVERSITY**

1. In order to rationally and purposefully utilise the funds allocated for study internships of Vilnius University (hereinafter the 'University'), the Description of the Procedure for the Reimbursement of Expenses Incurred During the Study Internship of Vilnius University (hereinafter the 'Description') shall establish the procedure for the reimbursement of expenses incurred by internship-doing students (hereinafter the 'students') during training internships, professional internships, and expeditions organised and carried out by the University.

2. The Description shall not apply to the internship expenses financed under the Erasmus+ programme agreements.

3. Under the decision of the head of a core academic unit of the University (hereinafter the 'Unit'), internship supervisors may be reimbursed for the expenses relating to internship supervision in accordance with the Description of the Procedure for Secondments of Vilnius University Employees, approved by Order of the Rector of Vilnius University No. R-582 of 29 October 2018 "On the Amendment to the Approval of the Description of the Procedure for Secondments of Vilnius University Employees and the Order of the Rector of Vilnius University No. R-348 of 14 July 2014 'On the Approval of the Description of the Procedure for Filling in the Time Sheet and its Form'" (with subsequent amendments).

4. For each internship, an estimate of internship expenses shall be approved by an order of the head of a Unit, agreed upon with the responsible employee of the Finance Department of the Central Administration of the University (hereinafter the 'Finance Department'). The head of the Unit shall ensure that the funds used for the internship are accounted for in accordance with this Description and other legal acts of the University.

5. In the course of the internship, under the decision of the head of the Unit, the student doing the internship shall be provided with meals or shall be paid a meal allowance. Meal allowance in the amount of no less than 0.05 basic social benefit (BSB) must be granted per diem for one student who is not provided with food.

6. The meal allowance provided for in Item 5 of the Description shall be paid for the time specified in the order on the internship issued by the head of the Unit (including the days of arrival and departure) upon the internship supervisor's submission of the sheet on meal allowance payment to the students going on the internship (hereinafter the 'sheet') (Annex to the Description). The sheet must include clear records of: the period of the internship, the full name of the student, the number of days of the internship, the total amount paid (in figures and words), the date of the cash issue, the full name and signature of the internship organiser (i.e. the representative of the Unit who manages the administrative matters relating to student internships – the internship supervisor or other member of the Unit staff responsible for the organisation of the internship) who filled in the sheet and the full name and signature of the head of the Unit. By signing the sheet, the student shall confirm the receipt of the specified amount of cash. If the student indicated on the sheet did not go on the internship, the cash shall not be paid to them, and the internship supervisor must return the unpaid cash to the University.

7. An advance payment intended for meal allowance expenses for the planned number of students and the period of internship may be paid out to the internship supervisor. The amount of the advance payment specified in the order of the head of the Unit cannot exceed the estimated expenses of the internship. Upon returning from the internship, no later than within 3 working days, the internship supervisor must submit to the Finance Department the relevant documents on actual expenses incurred during the internship. If payments (meal allowances) were paid out to students

from the advance payment received, a filled-in sheet signed by students must be submitted along with the documents confirming the actual expenses. If the advance payment was paid out and the actual expenses were lower than the amount of advance payment, the internship supervisor must return the unused balance of the advance payment.

8. A student who arrives at the place of internship and leaves it autonomously by any means of transport (including their personal car or a family member's car) shall not be reimbursed for the travel expenses.

9. The transportation of students to and from the place of internship, where necessary, shall be organised by the Asset Management and Service Centre of the University following an in-advance application submitted by the organiser of the internship of the University Unit.

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Annex to  
the Description of the Procedure for the  
Reimbursement of Expenses Incurred  
During the Study Internship of Vilnius  
University

**THE SHEET OF MEAL ALLOWANCE PAYOUT FOR STUDENTS OF**  
*[NAME OF CORE ACADEMIC UNIT]*  
**OF VILNIUS UNIVERSITY**

*(Date)*

Internship / expedition place(s): .....

Entry No.	Student's name and surname	Internship / expedition period	Number of days	Meal allowance daily rate, EUR	Total amount paid out, EUR	Signature of the recipient
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6=4×5</i>	<i>7</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
Total:						

**Paid out** .....

*(amount in words, full name and signature of the organiser of the internship)*

**Head of the core academic**

**unit** .....

*(full name and signature)*