**(NAME AND SURNAME)**

**DOCTORAL STUDENT OF (NAME OF FACULTY / CENTER) OF VILNIUS UNIVERSITY**

To the Rector of Vilnius University

**REQUEST FOR AN ACADEMIC TRIP**

day-month-year

Vilnius

## I would like to request approval for an academic trip to (*please indicate country, city and institution*) from (day-month-year) to (day-month-year).

## Purpose of the academic trip: (*partial doctoral studies, seminars, conferences, courses, work in archives, libraries etc.*).

**I request reimbursement for the following expenses** (*please mark the appropriate box*):

[ ]  food allowance (*please indicate the number of days and the amount of money - total and for each day* )

[ ]  rental of living space

[ ]  travel expenses

[ ]  local transport costs

[ ]  visa fee

[ ]  baggage fee

[ ]  personal insurance (except life insurance)

[ ]  conference / course / symposium / exhibition registration fees / tickets to events

[ ]  other *(please specify)*

I am travelling by ....... car brand. Registration plates No. .......

**I request reimbursement for the following expenses** (*please mark the appropriate box*):

[ ]  the cost of consumed fuel

in accordance with fuel consumption standards approved by the Rector of Vilnius University

[ ]  car parking lots, insurance and road tax

I would like to request an advance of ... Eur (in order to transfer the assigned advance to the personal account, the application must be filled in at the University Finance Department, tel. No. (+370 5) 268 7008.

Please make all payments related to the travel expenses to my personal bank account LT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*please* *indicate the bank and account number*).

[ ]  I note that I paid for the travel expenses with my own funds.

**Please cover the expenses of the trip from:**

[ ]  Faculty / Institute PhD Student Mobility Fund (*please* *specify the type of funds*);

[ ]  special program funds (*please* *specify the type of funds*);

[ ]  other legally acquired funds (*please* *specify the type of funds*);

[ ]  expenses are paid by the organizing institution.

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(Supervisor’s name, surname and signature)

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(Name, surname and signature of Doctoral Committee Chairman or Dean)

(Signature) (Name and Surname)