**(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*):

[ ]  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

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 (costs are paid only when traveling abroad)

[ ]  car parking lots, insurance and road tax (costs are paid only when traveling abroad)

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 7036, (+370 5) 268 7193).

**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 Chairperson or Dean)

(Signature) (Name and Surname)