

(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*):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> food allowance ( <i>please indicate the number of days and the amount of money - total and for each day</i> ) | <input type="checkbox"/> local transport costs                      | <input type="checkbox"/> conference / course / symposium / exhibition registration fees / tickets to events |
| <input type="checkbox"/> rental of living space  | <input type="checkbox"/> visa fee                                   | <input type="checkbox"/> other ( <i>please specify</i> )  |
| <input type="checkbox"/> travel expenses   | <input type="checkbox"/> baggage fee                                |   |
|  | <input type="checkbox"/> personal insurance (except life insurance) |   |

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> the cost of consumed fuel in accordance with fuel consumption standards approved by the Rector of Vilnius University | <input type="checkbox"/> 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 7036, (+370 5) 268 7247).

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.

\_\_\_\_\_  
(Supervisor's name, surname and signature)

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

(Signature)

(Name and Surname)