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**APPLICATION FOR FOREIGN JOURNEY ASSIGMENT**

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| --- | --- | --- | --- | --- |
| \*Name, surname, academic grades |  | | | Date of birth: |
| \*Department/Workplace/Institute |  | | | |
| \*Planned departure date |  | | | |
| \*Planned return date |  | | | |
| \*Country, place, institution |  | | | |
| \*Name and type of event |  | | | |
| \*Delegate’s task |  | | | |
| **Requested advance payment: Granted advance payment:** | | | | |
| \*Means of transport and fares (train, bus, airline and public transport in the destination country)  *When using delegate*’s *private vehicle, Vehicle Use Approval incl.attachments must be presented* | |  | | |
| Subsistence allowance (according to Foreign Subsistence Rates and Reduction Rules) | |  | | |
| \*Accommodation (total price for entire journey and information whether breakfast is included | | Price:  Breakfast included: YES NO | | |
| Insurance Europe CZK 44/day World CZK 85/day | |  | | |
| Conference fee/attendance fee:   1. in cash 2. by wire transfer/UHK card – attach request | |  | | |
| **\*Funding source:** department–project–science –Erasmus–ESF–other (delete as appropriate) | | | | |
| In case of project-based funding, specify project title; for ESF also specify project registration number: | | | | |
| **Work order: Workplace: Activity:** | | | | |
| Inspection by Science Office and Office of Foreign Affairs (date, signature) | | | | |
| Reimbursement of expenses to the receiving institution will be required: YES – NO (delete as appropriate) | | | | |
| Further arrangements: | | | | |
| Applicant’s signature**/**date | | |  | |
| Supervisor’s signature, date | | |  | |
| **Event ordering person**’s signature/according to Work order/, date | | |  | |
| Signature of Vice-Dean/Vice-Rector for Foreign Affairs, date | | |  | |
| Signature of Vice-Dean for Science, Research and Creative Activities, date | | |  | |
| Dean’s signature, date | | |  | |

The applicant and the event. Ordering person declare that they have become duly aware of the total amount of funds allocated to this foreign journey and undertake not to exceed the budget so established, in witness whereof they attach their handwritten signatures hereto.