

## **FAKULTY OF FINE ARTS**

### **Application for funds for academic national and international travel**

Only one journey can be applied for on each form. The application is sent by e-mail to the research committee's administration.

#### **1) Personal details**

Name:

Position and share:

Institute:

#### **2) Travel**

Academic purpose of the trip:

Name of the event (program attached if applicable):

Title of individual contribution (abstract attached if applicable):

Travel to:

Travel dates:

3) **Assessment of the added value of the trip** (in accordance with UiA's travel policy):

4) **Total application sum** (based on the information in the budget):

#### **5) Budget**

The form on the next page must be filled in accurately and attached together with other documentation.

**Date and signature:**

**BUDGET**

Total budget for travel and stay at home and abroad

Calculation of travel expenses (documentation for the obtained offer is attached):

It is assumed that information is obtained about various travel options.

As a main principle, choosing the most environmentally friendly means of transport must be weighed against travel time, practical conditions and cost.

Calculation of living expenses:

The initial rule is that the employee with an ordinary housing standard must be covered for their real and documented expenses for accommodation and food within the rates that apply to the country in question. Meals that are included in the accommodation price or in the conference fee are deducted.

<b>Budget for accommodation and travel</b>	<b>Costs</b> (divided into modes of travel – train, plane, car, etc.)	<b>Deductions</b> (e.g., meals included in conference and hotel)	<b>Application amount</b> Expenses after deductions
<b>Travel</b>			
<b>Accommodation</b> Name, location and price of hotel			
<b>Conference fee</b>			
<b>Diet</b> Day with expense coverage <i>minus coverage in another way</i>			
<b>Other</b> Other expenses <i>minus other financing</i>			
<b>Amount</b>			