**APPLICATION**

For the reimbursement of expenses incurred in connection with the student's academic activities or representation of the academy to the academic structural unit or the External Relations and Marketing Department.

24.03.2025

**APPLICANT'S DETAILS**

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Personal Identification Code** |  |
| **Curriculum** |  |
| **Course** |  |
| **Bank Account Number[[1]](#footnote-1)** |  |

Please reimburse my expenses as follows:

|  |
| --- |
| **☐ TRAVEL EXPENSES** |
| Date of Travel |  |
| Purpose of Travel |  |
| Travel Route**[[2]](#footnote-2)** |  |
| Mode of Transport | Public Transport / Individual Transport |
| Travel Companions**[[3]](#footnote-3)** |  |
| **Total travel expenses** |  |
| **☐ ACCOMMODATION EXPENSES** |
| Accommodation Date |  |
| Accommodation Location |  |
| Reason for Accommodation |  |
| **Total accommodation expenses** |  |
| **☐ OTHER EXPENSES** |
| Date |  |
| Location |  |
| Reason |  |
| **Total other expenses** |  |
| **TOTAL EXPENSES [[4]](#footnote-4)** |  |

**Attachments to the Application:**

1. Fuel receipt/train tickets/bus tickets
2. Rental invoice
3. Rental agreement
4. Payment order

*/* digitally signed*/*

**Full Name**

1. *Add the bank account holder if different from the applicant.*  [↑](#footnote-ref-1)
2. *In case of using an individual means of transport, please also indicate the mileage..* [↑](#footnote-ref-2)
3. *Mileage is only indicated in the case of using an individual means of transport.* [↑](#footnote-ref-3)
4. *Amount in figures and in words (in parentheses)* [↑](#footnote-ref-4)