Mobility Fund (MoF) Application for Outgoing Mobility EMPLOYEE

Internship / Conference / Research Stay / Summer School[[1]](#footnote-1)

|  |  |
| --- | --- |
| Name of the applicant |  |
| Identification Number of the employee |  |
| Phone number and e-mail |  |
| Department |  |
| Name of the direct supervisor |  |
| Approval of the direct supervisor | I agree to provide co-financing from the department’s budget | Date and signature |
| Hosting institution / event (name, country, URL) |  |
| Goals of the mobility, benefit of the mobility for the applicant and for the Faculty of Mechatronics |  |
| Planned outputs of the mobility[[2]](#footnote-2) |  |
| **Duration of the mobility**(incl. the days of departure and arrival) | Date of departure: | Date of arrival: | Total number of days: |
|  |  |  |
| Estimated costs | (in CZK) | **Hereby I confirm that the above information is true.****Date:****Signature:** |
| Travel expenses |  |
| Accommodation |  |
| Meals[[3]](#footnote-3) |  |
| Other costs |  |
| Total cost |  |
| Requested funding from MoF |  |

**Mandatory attachments:**

1. Proof of acceptance/admission from the hosting institution or proof of event/programme

**The original of the application with attachments must be passed to Mrs. Simona Kuncová.**

1. Indicate the relevant type of mobility [↑](#footnote-ref-1)
2. Include as much details as possible – intended journal and paper title, coauthors, date when the paper should be submitted; name of the planned research project, call and date when the project will be submitted etc. [↑](#footnote-ref-2)
3. In order to calculate the cost of food you must use the Decree No. 341/2023 Coll. on the basic rates of cost of meals abroad for 2025. The basic rate for your country of destination must be multiplied by the days of travel. The rates can be found here: <https://www.mfcr.cz/cs/kontrola-a-regulace/legislativa/legislativni-dokumenty/2023/vyhlaska-c-341-2023-sb-53892> [↑](#footnote-ref-3)