

PHD Student International Mobility Plan - Cost Calculation

Detailed information on the planning of mobility (internship) can be found in the document International Mobility of PhD Students of RECETOX Centre [\[www\]](#)

Name, Surname	
UČO	
Employed at MU at the time of departure	YES / NO <i>If employed, the travel order and the setting of the employment contract during the internship must be discussed, contact the HR department of RECETOX.</i>

Basic information about the trip

Purpose of mobility and itinerary	<i>- Specify the purpose of the mobility and its benefits, possible outcomes, etc. Provide a brief itinerary of the mobility. -</i>	
Length of mobility (including days of traveling)	from - to	number of days
Mobility records	30+ days <input type="checkbox"/> 14+ days <input type="checkbox"/> other <input type="checkbox"/>	<i>Keep mobility records also in IS and ISOIS !!</i> <i>For the Learning Agreement confirmation contact RECETOX's study administrator.</i>
Hosting institution	name	<i>- Primary collaborating institutions of the RECETOX Centre or Top 300 Universities. -</i>
	city/country	
	contact person	

Calculation of cost and its coverage Calculate in CZK, note the exchange rate for consistency.

Exchange rate	EUR - CZK	1 EUR =	
	USD - CZK	1 USD =	
	other currency	1 =	

Date of last calculation	
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Estimated costs ¹⁾		Estimated Costs Coverage <small>please indicate the names/numbers of the financial resources you use (Erasmus+, Free movers, mobility project, types of scholarship, etc.) If you are an employee and these resources do not cover the whole trip, use the column top-up funding.</small>							
Type of costs	Costs items in detail	Resource 1 <small>- name / order No -</small>	Resource 2 <small>- name / order No -</small>	Resource 3 <small>- name / order No -</small>	Resource 4 <small>- name / order No -</small>	Resource 5 <small>- name / order No -</small>	Resource 6 <small>- name / order No -</small>	Top-up funding from other depart. resources (in case of TO) - order No - ²⁾	Remains to be covered
Travel costs (flight tickets, etc.) ³⁾	return ticket								0 CZK
	train/bus								0 CZK
	public transport								0 CZK
	other								0 CZK
	Subtotal - travel costs		0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK
Living costs	accommodation (for the whole stay)								0 CZK
	food costs per stay (according to TO) ⁴⁾								0 CZK
	visa								0 CZK
	administrative fees								0 CZK
	registration fees								0 CZK
	transport during the stay								0 CZK
	insurance								0 CZK
	- other expenses -								0 CZK
	- other expenses -								0 CZK
	- other expenses -								0 CZK
Subtotal - living costs		0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK
Total costs		0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK	0 CZK

Supervisor's/ Head's of research group statement to the trip	
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Notes:

- Costs from all resources are reimbursed only in the economic variant, i.e. transport by economy class, public transport, hotel of *** category or adequate accommodation of the visiting institution etc.; transport by own car will be reimbursed only up to the price of economic transport.
- In the context of the TO/BT (travel order/business trip), the costs for accommodation, travel there and back and food costs must be settled (or, where applicable, indicated that these costs were covered outside the TO, e.g. by another institution, or were provided free of charge, e.g. staying with relatives). Therefore, if your resources do not cover your accommodation, travel there and back and food costs, then you will need top-up funding of these costs from the department's resources. Other costs and their settlement in the TO may be managed on an individual basis taking into account a combination of other resources and particular trip parameters.
- Travel costs include travel from the place of residence/workplace in the Czech Republic to the destination (place of training/accommodation) and back by all means of transport, including local transport on the days of travel there and back. Note that transport during the stay is included in the Living costs!
- The food costs shall be calculated in the INET/Travel orders application <https://inet.muni.cz/app/cestaky/prehled?app.setlang=CZ> - fill in the TO (travel order) and the food costs will be calculated in the appropriate field. The food costs can be reduced to a level of up to 25% after your return during the settlement of the travel order. Do not save the TO after calculating the food costs unless you are sure of the trip. **If you save the TO and subsequently do not leave, cancel the TO!**

Information on business trips [INTRANET RECETOX](#)
 Travel orders instructions [INTRANET RECETOX](#)
 Trips of PhD students of SCI MUNI during concurrent full-time study and employment [www](#)