

A SHORT DESCRIPTION FOR DOCTORAL STUDENTS ON TRIPS (for part-time studies, participation in conferences, seminars, congresses, courses, etc.)

1. Submit a **request** for a trip to the Doctoral and Postdoctoral Department (University Str. 3, room 109 or by e-mail drs@cr.vu.lt). Please indicate the country and city you are traveling to. The application must be signed by the doctoral student's supervisor and the dean or vice-dean. An order of the Pro-Rector for Research is prepared upon request.

2. Collect and keep all original financial documents related to travel expenses during the trip.

3. An advance may be paid (this must be indicated in the request). For an advance payment please contact the **VU Finance Department** (University Str. 3, room 249) senior accountant **Lina Violeta Urbaitienė** (phone number 8 5 268 7036) and accountant **Elvyra Mačaitienė** (phone number 8 5 268 7247).

You will also be provided with the necessary information about the necessary documents to reimburse the costs of the trip.

4. Upon returning from the trip **within 3 working days** submit to the VU Finance Department (room 249) the original financial documents on the actual expenses incurred during the trip:

4.1. airline tickets;

4.2. railway, bus tickets (checks, invoices);

4.3. local transport tickets;

4.4. documents proving the rental costs of the living space (invoices, checks, money receipts, bank statements (if paid by bank card);

4.5. travel insurance certificates other than life insurance (receipts or checks);

4.6. visas and supporting financial documents;

4.7. documents certifying luggage expenses;

4.8. the original financial documents (tickets, cash receipts, invoices) of the fee or the expenses of the planned trip event;

4.9. if traveling by own car (fuel costs are financed only when traveling abroad), copies of the vehicle registration certificate, state technical inspection voucher, compulsory motor insurance, fuel purchase receipts must be submitted.

P. S. The request must indicate the dates of departure and return, not the event.

TIME OF DOCUMENTS ACCEPTANCE:

Monday to Thursday 8.15 to 15.30

Fridays 8.30 to 14.45

Lunch break 12.00-12.45