**Budget Flexible Funds**

|  |  |
| --- | --- |
| **Name (first name and last name):** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **E-mail:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Planned amount of expenses**1, 2:

|  |  |  |  |
| --- | --- | --- | --- |
| Activity  e.g. travel, accommodation, workshop, service contract | Further Detail e.g. please specify: Direction of travel (Oxford->Berlin, Berlin->Oxford), mode of travel, type of service, etc. | Amount required | Currency³ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Total:** |  |

**1) Travel expenses:**   
Travel expenses will be reimbursed for the amount actually incurred in accordance with the German Federal Travel Expenses Act (*Bundesreisekostengesetz*) for applicants from Berlin, and for applicants from Oxford, on the basis of the University’s Departmental Expenses Guide, available for consultation here: [Expenses | Finance Division](https://finance.admin.ox.ac.uk/expenses)

**2) General note:**   
The funds can only cover material expenses. Personnel costs cannot be covered.

**3) Currency:**

Applicants from Berlin, please use EUR; applicants from Oxford, please use GBP