**Budget Flexible Funds**

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

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

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