



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	Currency ³

Total:	
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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](#)

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