

Kategorie:

Zusage am:

Zugesagte Summe:

Abrechnung bis:

APPLICATION ¹ for funding an intercultural event

Fill in this application at a computer, print and sign, send it to incoming@uni-jena.de. The University of Jena processes your personal data for the purpose of financial administration. https://www.uni-jena.de/unijenamedia/studium_datenschutz.pdf

Applicant		
Group		
Name ²	Given name	
Address		
Telephone	Student number	
E-mail		
Project/Event		
Title		
Date		
Location		
Content and objectives (1–3 sentences)		
Participants ³	Total number of students: thereof: international students:	→ Please compile a list of participants at the event and enclose it to the accounting report. See page 2.

I apply for a reservation of funds for		
Type	Short description of costs	Sum in €
Cost 1 ^{4,5}		
Cost 2 ^{4,5}		
Cost 3 ^{4,5}		
Details about costs 1-3		

Total costs

Applicant's statement

Hereby I declare that I have not received any funds for the same from third parties. I will spend the funds for which I am applying in accordance with the information provided in this application. I will also submit a complete accounting report of the event to the International Office within the given deadline, including original receipts, invoices, and account statements. I am the person responsible for using the funds provided. I will keep receipts on my name and will debit the funds provided from my bank account only.

Jena,

¹ The application must be submitted at least one month before the beginning of the project. International Office accepts applications by 30 November each year. The accounting report comprises a list of participants, short report on the event funded, report of expenses and proofs.

² Please name a primary contact person who will be the reporting person; and all bills will have to be on her/his name.

³ At least 50% or 10 participants must be international students.

⁴ Maximum costs (per participant): guided tours: €50 per hour; food: €2. Applicants have no legal claim for the maximum reimbursement.

⁵ The following costs cannot be reimbursed: alcohol, furniture/equipment, gifts, insurance fees, deposits for bottles, expenses for persons who are not members of the University Jena.

LIST OF PARTICIPANTS

→ Please enclose the document "Accounting report on intercultural event"

No.	Name	Status ⁶
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

If there are more than 20 participants at the event, please provide the total number of participants: _____

⁶ Status: student/university employee