

## Declaration of Acceptance of a Travel Allowance granted by the TUM Global and Alumni Office in connection with Academic Activities in Developing Countries

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| <p><b>First and last name of the sponsored person:</b> _____<br/>(in printed letters)</p> <p><b>Private address:</b> _____</p> <p><b>Bank:</b> _____</p> <p><b>Account number:</b> _____ <b>Sort code:</b> _____</p> <p><b>IBAN:</b> _____ <b>BIC:</b> _____</p> <p><b>Date of birth:</b> _____</p> <p><b>Nationality:</b> _____</p> <p><b>Function/field of activity at the home university:</b> _____</p> <p><b>Name and country of the host institution:</b> _____</p> <p><b>Stay abroad from - to (DD/MM/YY – DD/MM/YY)</b> _____</p> |
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I accept the mobility allowance in the maximum amount of **1,000.00 EURO**, which will be provided to me from funds of the TUM Global & Alumni Office, and undertake:

- to submit an **authorization for business travel** prior to the start of the trip (only employees, in copy);
- to create a **travel expenses report** after the trip;
- to create a **report about the activities** in the target country after the trip;
- to use the allowance exclusively to cover the travel costs I incur within the framework of the planned stay abroad;
- to exclude any additional funding for this mobility from TUM or other institutions by submitting the form "**Exclusion of double grant**";
- to inform my home university immediately in writing of any changes to the original version of my application;
- to take out appropriate insurance cover (health, travel, etc.) myself as the program does not include any insurance cover.

Furthermore, I understand that the stay is funded as follows:

For travel costs, the **actual expenses** are refundable up the abovementioned ceiling. The most reasonable travel rate (e.g. Economy flight) must be selected.

- I agree to repay the grant fully or in part, if I do not commence the stay abroad, if I prematurely terminate the stay abroad or if I violate the obligations mentioned herein.
- I agree that my experience report may be forwarded to interested third parties and published on the internet.

Place, date: \_\_\_\_\_

Signature of the sponsored person: \_\_\_\_\_