**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

A\_\_\_\_\_\_day business trip is approved

(duration of a business trip)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(signature of the responsible official)

**BUSINESS TRIP APPLICATION FORM**

Full Name, Position, Department

Trip Destination: City/Country

Host Party:

Dates of the trip:

Occasion, Purpose:

I hereby confirm that I have read the University Business Travel Policy.

I undertake not to transmit information constituting a state secret, as well as information falling under the lists of goods and services whose export is controlled by the Russian law. The Head of the structural unit and the business traveler are informed about the criminal liability for violation of the export legislation.

«\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(date) (signature)

 Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name and signature of the Head of the structural unit)

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(export control expert)

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**Business trip cost estimate**

|  |  |
| --- | --- |
| **Expense item** | **Amount, rubles** |
| Transportation |  |
| Accommodation |  |
| Per diem |  |
|  |  |
|  |  |
| Total |  |

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director for Economy and Finance

Source of funding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_