

INTERNATIONAL RELATIONS OFFICE
TUKE

AFTER mobility

Instructions for staff



Within 5 days

From mobility completion

Deliver to the International Relations and Mobility Department

- **A REPORT FROM THE WORKING TRIP**
 - Signed by you and your supervisor
- **ACCOUNTING DOCUMENTS** from your mobility:

Proof of purchase of tickets

- Invoice
- Proof of payment (in case of payment by card, proof of transaction from Internet Banking, in case of payment in cash, cash receipt)

Proof of purchase of accommodation

- Invoice
- Proof of payment (in case of payment by card, proof of transaction from Internet Banking, in case of payment in cash, cash receipt)

Proof of purchase of travel insurance (unless you have provided it before departure)



Team

International Relations Office TUKE