

## Procedure for Reserving Funds for Any Type of Expenditure

1. The research and academic activities of doctoral students may be eligible for financial support. The final decision regarding both the amount of funding and the justification for granting it is made by the Director of the Doctoral School.
2. The same procedure applies to all types of requests.
3. Any funding is granted **exclusively on the basis of a PRIORLY submitted PURCHASE FORM**. All costs must be clearly specified in the form.
4. The **PURCHASE FORM** must be submitted to the Secretariat **4–2 weeks BEFORE** the first cost document is issued / the event begins / the service is commissioned. In the case of forms submitted electronically, the document must be signed with an electronic signature.
5. Once the **PURCHASE FORM** is approved by the Director of the Doctoral School, a cost request related to the given research activity expenditure is created in the **XPrimer system**.
6. **PURCHASE FORMS must be submitted BEFORE any cost documents are generated.** This applies to all documents and all situations, including (but not limited to) online conference fees, translation and proofreading costs, access to courses, consultation fees, and the purchase of books.
7. No costs will be reimbursed or settled if a **PURCHASE FORM** has not been submitted in advance.
8. Doctoral students of the Doctoral School are responsible for familiarizing themselves with the above-mentioned procedure for reserving funds.