

## RBCM Network mobility support

In order to strengthen the exchange within the Network, we offer to support you with mobilities to visit each other and exchange expertise, knowledge and experience in a structured way.

### Application process

- formless application can be submitted via e-mail any time throughout a year, **4-6 weeks before the mobility should start**, to the Network representatives ([netzwerk@kulturmanager.net](mailto:netzwerk@kulturmanager.net)) and to MitOst (Andra Vaida, [vaida@mitost.org](mailto:vaida@mitost.org)), putting the person you are visiting in CC
- in the application please outline the relevance of the meeting and a schedule you agreed on with your host
- include estimated costs
- we will decide within two weeks after the application was sent, if your request can be supported

### Expenses that can be reimbursed

- 70% of travel costs up to 150 €
- support for accommodation up to 20 € per night and up to three nights

### Conditions

- Individuals or groups of max. 3 network members can apply
- One member can apply up to two times a calendar year for this support

### Reimbursement & report

- Original receipts (including boarding passes, if applicable) and the completed travel reimbursement form need to be sent to MitOst no later than two weeks after the end of the mobility
- Eligible expenses will be reimbursed within two weeks after arrival of the original documents.

Please note that this is **not** a work meeting. If you decide to further work on a common topic, we are happy to support this initiative.

### An Initiative of the Alumni of the Robert Bosch Stiftung

supported by:  
Robert Bosch Stiftung

coordinated by:  
MitOst e.V.  
Alt Moabit 90 | 10559 Berlin

contact person: Sarah Herke  
Telefon +49 (0)30 31 51 74 88  
Telefax +49 (0)30 31 51 74 71  
E-Mail [herke@mitost.org](mailto:herke@mitost.org)

contact within the network:  
[netzwerk@kulturmanager.net](mailto:netzwerk@kulturmanager.net)  
[www.cultural-managers.eu](http://www.cultural-managers.eu)