

To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No...OP II,III /

Project No. 573915-EPP-1-2016-1-DE-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname:

Forename:

Nationality:

Home institution:

Staff position/student year of study at home institution:

TYPE OF ACTIVITY (Tick as appropriate)

	STAFF		STUDENTS
...	Teaching/training assignment	...	Study period
...	Training and retraining purposes	...	Participation in intensive courses
...	Updating programmes and courses	...	Practical placements, internships in companies, industries or institutions
...	Practical placements in companies, industries and institutions	...	Participation in short term activities linked to the management of the project
...	Project management related meetings		
...	Workshops and visits for result dissemination purposes		

(2) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)

PLACE OF DEPARTURE**	HOME INSTITUTION COUNTRY City	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION: COUNTRY City	
TRAVEL DISTANCE*** km	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities**(3) DETAILS OF THE ACTIVITY**

DATES (excluding travel)	From (date): To (date):
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)	
<div style="background-color: yellow; height: 100px; width: 100%;"></div>	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:

Signature:

To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No...OP II,III / **Project No. 573915-EPP-1-2016-1-DE-EPPKA2-CBHE-JP**

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:
 Nationality:
 Home institution:
 Staff position/student year of study at home institution:

DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)

PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY City	
PLACE of DEST./ LOC. of ACTIVIT.	HOST INSTITUTION:	
	COUNTRY City	
TRAVEL DISTANCE*** Km	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(2) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):	To (date):
KEYWORDS OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)		
See page 1 and 4		

TRAVEL COSTS (Unit Costs, in EUR)

(1)
▪ travel costs payment in advance by HTWK (e.g. on invoice directly to travel agency):	(2)
▪ travel costs payment by traveller (e.g. tickets, invoices, visa, Insurance...):
(3)
▪ difference of real travel costs and advanced payment for reimbursement to participant →
payment to traveler	(4)

Total sum of real travel costs (in EUR) (2) + (4) = (5)

COSTS OF STAY (Unit Costs, in EUR)

(6)
▪ Costs of Stay payment in advance by HTWK:	(7)
▪ invoice for accommodation in advance by HTWK:	(8)
▪ Daily allowance payment for traveller (n x 120€):	(9)
▪ accommodation invoice payment by traveller:	(10)
▪ Preliminary amount for Costs of Stay for reimbursement → payment to traveller
(9) + (10) = (11)

Total sum of real Costs of Stay (in EUR) (7) + (8) + (9) + (10) = (12)

TOTAL AMOUNT → payment to traveler (EUR)

(4)+(11) = (13)

Holder of bank account:
IBAN:	Bank name:
BIC:	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities and got the above-mentioned reimbursement.

Date:

Signature:

To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No...OP II,III / Project No. 573915-EPP-1-2016-1-DE-EPPKA2-CBHE-JP
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:
 Nationality:
 Home institution:
 Staff position/student year of study at home institution:

(2) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)

PLACE OF DEPARTURE**	HOME INSTITUTION COUNTRY City	
PLACE of DESTI./ LOC. of ACTIVIT.	HOST INSTITUTION: COUNTRY City	
TRAVEL DISTANCE*** km	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities**(3) DETAILS OF THE ACTIVITY**

DATES (excluding travel)	From (date):	To (date):
KEYWORDS OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)		
See page 1 and 4		

TRAVEL COSTS (Unit Costs, in EUR)

	(1)
▪ Total sum of real travel costs (see page 2 No (5)):	(2)
▪ Difference of travel costs Unit Costs and total sum of real travel costs → possible payment to traveler after successful project end	(1) – (2) = (3)

COSTS OF STAY (Unit Costs, in EUR)

	(4)
▪ Total sum of real Costs of Stay (see page 2 No (12)):	(5)
▪ Difference of Costs of Stay Unit Costs and total sum of real Costs of Stay → possible payment to traveler after successful project end	(4) – (5) = (6)

Total amount of outstanding reimbursement (EUR)

	(3) + (6) = (7)
--	-----------------	-------

- Due to results of the final audit and due to the final financial balance, the amount had to be reduced by Euro (8)

▪ Due to results of the final audit and due to the final financial balance, the amount had to be reduced by Euro (8)		
Signature and seal financial officer of HTWK Leipzig, date	Signature project grantholder, date

TOTAL AMOUNT → payment to traveler (EUR) (3) + (6) – (8) = (9)

Holder of bank account:
IBAN:	Bank name:
BIC:	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities and got the above-mentioned reimbursement.

Date:

Signature:

To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No...OP II,III / Project No. 573915-EPP-1-2016-1-DE-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

To be completed in **English or German** by each person benefiting from a grant for mobility. To be returned to the project **GRANTHOLDER INSTITUTION** together with the form for costs and all the original travel tickets via the local coordinator.

DESCRIPTION OF ACTIVITY PERFORMED, CODE IN WORKPACKAGE TABLE:

Please give detailed answers to all the relevant questions.

1. What kind of preparation (for example language preparation) did you undergo, if any?
.....
2. What kind of activities did you perform during your stay?
.....
3. What were the results of your activities (e.g. curriculum development and teaching materials) and how will the stay affect your activities at your home institution?
.....
4. What kind of formal recognition did you receive at your home institution for the stay abroad, if any?
.....
5. How would you evaluate your stay (quality, suggestions, problems, etc.)?
.....
6. Do you intend to follow-up activities performed?
.....

SIGNATURE OF THE PARTICIPANT

Please date and sign here as proof of receipt.

Date :

Signature :

Table of travel tickets and invoices, name date

No	content/ticket/invoice	Price (€)
1	Flight invoice
2	Train ticket
3	Taxi
4
5
6
7
9
8		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
	total: