**ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay**

*To be filled in by each participant*

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

**Ref. No: Project No.**

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) 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 | | |

**(3) DETAILS OF THE TRAVEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERIOD\*** | **From (Depart date)**  ***(dd/mm/yy)gggggg*** | | **To (Return date)**  **(dd/mm/yy)** |
|  | |  |
| **PLACE OF DEPARTURE\*\*** | **HOME INSTITUTION:**  **COUNTRY: CITY**: | | |
| **PLACE OF**  **DESTINATION/ LOCATION OF ACTIVITY** | **Host INSTITUTION(s):**  **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 authorization from the Agency***

**\*\*\**Travel distance in Km (One-way travel using distance calculator:***[***http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm)***](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

***from place of departure to location of activities***

**(4) DETAILS OF THE ACTIVITY**

|  |  |  |
| --- | --- | --- |
| **DATES** *(excluding travel)* | **From (date):** | **To (date):** |

**DESCRIPTION OF ACTIVITY(IES) PERFORMED** *(brief description of the activities performed)*

**SIGNATURE OF THE PARTICIPANT**

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

Date:………………………………………... Signature: ……………………………………….