**Report form A: UNIKE TRAVEL EXPENDITURE (workshops/summer schools)**

**Report completed by partner institution:**

**Names of persons:**

**Dates of travel:**

**Purpose of travel**:

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Cost EUR** | **Subtotal/total EUR** |
|  PARTNERS’ TRAVEL: flights (train)  |   |  |
| PARTNERS’ TRAVEL: home country transfers to and from airport(incl. mileage and parking) |  |  |
| PARTNERS’ TRAVEL: transfers at destination (travelcards; tickets)  |  |  |
| **SUBTOTAL (EUR):** **PARTNERS’ TRAVEL** |  |  |
| TRAVEL SUBSISTENCE: home country |  |  |
| TRAVEL SUBSISTENCE: destination |  |  |
| **SUBTOTAL:** **TRAVEL SUBSISTENCE** |  |  |
| **GRAND TOTAL (EUR): PARTNERS’ TRAVEL**  |  |  |

\*EUR exchange rate [European Central Bank exchange rate](http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html)

Rate:

Date:

**Report form B: UNIKE EVENT COSTS (workshops/summer schools)**

**Name of event:**

**Dates of event:**

**Location of event:**

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Cost EUR** | **Subtotal/total EUR** |
| GUESTS TRAVEL |  |  |
|  ACCOMMODATION  |  |  |
| SUBSISTENCE  |  |  |
| OTHER (please specify – e.g. travelcards and tickets for visitors):  |  |  |
| LECTURERS’ TEACHING |  |  |
| **GRAND TOTAL (EUR)** |  |  |

**Number of attendees excluding staff:**

\*EUR exchange rate according to [European Central Bank exchange rate](http://www.ecb.int/stats/exchange/eurofxref/html/index.en.html)

Rate:

Date: