



## TRAVEL SCHEDULE

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I, the undersigned \_\_\_\_\_ Tax number \_\_\_\_\_

Born in \_\_\_\_\_ on \_\_\_\_\_

Working position at home institution \_\_\_\_\_

Working position at host institution \_\_\_\_\_

**Requires the reimbursement of travel and subsistence expenditures incurred for the trip to:**

\_\_\_\_\_

for the participation at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipation received: € \_\_\_\_\_

**Expenditure will be charged on** (please, specify funds) \_\_\_\_\_

**Managed by** \_\_\_\_\_

FUNDS MANAGER

HEAD of DEPARTMENT

\_\_\_\_\_

\_\_\_\_\_

## DESCRIPTION of TRAVEL

I, the undersigned \_\_\_\_\_

Hereby **DECLARE**

1. To be authorized by the department to travel to
2. That the travelling data indicated below are correct.

| Date of Departure | Departure from<br>(please indicate place<br>and time) | Arrival to<br>(please, indicate place<br>and time) | Means of<br>transport | Class |
|-------------------|---|--|-----------------------|-------|
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|                   |   |  |                       |       |
|                   |   |  |                       |       |

Delivered to the administration office on (please specify date) \_\_\_\_\_

Bari, \_\_\_\_\_

Signature of traveller

## EXPENDITURE DETAILS

|   |          |
|---|----------|
| <b>Travel (means of transport):</b>     |          |
| Flight                                  | €        |
| Train                                   | €        |
| Bus                                     | €        |
| Other (please specify):                 | €        |
| <b>Subsistence</b>                      |          |
| Accommodation                           | €        |
| Meals                                   | €        |
| <b>Other</b> (Visa, city tax, other...) |          |
|   | €        |
|   | €        |
|   | €        |
| <b>TOTAL</b>                            | <b>€</b> |

## STATEMENTS AND/OR NOTES

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Signature \_\_\_\_\_