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**Report on Official Travel Abroad**

This report is a required part of the Claim for Reimbursement for Expenses of Official Travel Abroad

**Name:** ………………………………………………….

**­­­­­­­­­­­­­­­­**

**Department, Institute:** ………………………………………………….

**Information about travel**

Destination: ………………………………………………….

Visited institution: ………………………………………………….

Date of travel: ...................

**Purpose, itinerary and outcome of travel:**

………………………………………………….

**Travel abroad outcomes for CU Annual Report** (please tick all that apply):

1.  **classwork**

lecture/classwork

invited to lecture (please name hosting professor)

conducting a practical seminar

other (please specify) ………………………………………………….

2.  **participation in a shared project**

preparation of project

presentation of project

implementation of project

evaluation of project

other (please specify) ………………………………………………….

3.  **conference/workshop**

attendance

speaking contribution

project/research presentation

other (please specify) ………………………………………………….

4.  **exhibition/trade fair**

attendance

speaking contribution

project/research presentation

other (please specify) ………………………………………………….

5.  **publication**

article/academic essay in anthology

monograph

chapter

article in scholarly journal

another type of publication (please specify) ………………………………………………….

6.  **research** ………………………………………………….

7.  **study stay** ………………………………………………….

8.  **excursions, field course** ………………………………………………….

9.  **new/existing cooperation** ………………………………………………….

10.  **business trip** ………………………………………………….

11.   **preparation of dissertation** ………………………………………………….

12.  **defense proceedings, review proceedings** ………………………………………………….

13.  **meeting, negotiation** ………………………………………………….

14.  **other** ………………………………………………….

**Form of cooperation:**

inter-university agreement

inter-faculty agreement

inter-governmental agreement

Erasmus+

project/grant (please specify) ………………………………………………….

other (please specify) ………………………………………………….

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| In Prague on ................... (date) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee's Signature |