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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 |