****

**Report on Official Travel Abroad**

This report is a required part of the Claim for reimbursement for expenses on 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 lecture (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.  **publication**

article/academic essay in anthology

monograph

chapter

article in scholarly press

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

5.  **new/existing cooperation** ………………………………………………….

6.  **preparation of dissertation** ………………………………………………….

**Form of cooperation:**

inter-university agreement

inter-faculty agreement

inter-governmental agreement

Erasmus+

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

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

|  |  |
| --- | --- |
| In Prague on ................... | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Signature |
|  |  |