**Travel request for distances of more than 300km from the partner location**

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| **Project name & number:** | |
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| **Partner(s) concerned & number of project participants:** | |
|  | |
| **Title/description of event** | |
|  | |
| **Date of travel** | **Location of the event** |
|  |  |
| **Breakdown of costs expected (travel, accommodation, subsistence…), including duration of stay** | |
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| **Description of activities planned (e.g. speaking slot, exhibition stand etc.)**  **Agenda attached** | |
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| **Why is this event relevant for the implementation of the project?** | |
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A travel request must be submitted to the JS at least two weeks prior to the event and a formal approval must be received for the expenditure to be deemed eligible.

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| **Approval JS (name/date)** |
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