|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The confirmation cost of the business trip abroad**  **The travel in according to the number** | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 0 | 0 | 1 |  | **1** | **9** | **1** | **0** |  | **2** | **0** | **1** | **5** | |

*number day , month year*

|  |  |
| --- | --- |
| Name and surname: **Erik Selecky** |  |
|  |
| The function in the oranisation:  **Technicka Univerzita vo Zvolene**,  **Project coordinator Erasmus+** „Increase and development of manual skills and physical vitality of citizens of the European Union over 50 years (IDEMASAP 50+)”  2018-1-SK01-KA204-046291 | |

Time of the travel:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Departure**  **Arrival** | | | **Passing the board** | | | **Time of the travel in your country (project working days)** | **Time of the travel abroad (total days on mobility)** |
| Place | date | time | place | date | time |
| **Zvolen** | **19-10-2015** | **8.00** | [**Trstena/Chyžne**](http://przejscia-graniczne.studentnews.pl/serwis.php?&s=1644&pok=36857&c1=5943&l=&id=56040) | **19-10-2015** | **11.00** | **3** | **5** |
|  |  |  |
| **Lubsko** | **19-10-2015** | **19.00** |  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Departure**  **Arrival** | | | **Passing the board** | | | **Time of the travel in your country** | **Time of the travel abroad** |
| Place | date | time | place | date | time |
| **Lubsko** | **23-10-2015** | **12.00** | [**Trstena/Chyžne**](http://przejscia-graniczne.studentnews.pl/serwis.php?&s=1644&pok=36857&c1=5943&l=&id=56040) | **23-10-2015** | **16.00** | **3** | **5** |
|  |  |  |
| **Zvolen** | **23-10-2015** | **23.00** |  |  |  |
|  |  |  |

*I hereby declare that during my business trip abroad was provided / was not provided a partial food, I had / did not have unpaid accomodation (cross what isn't essential )*

|  |  |  |  |
| --- | --- | --- | --- |
| **Costs of the travel** | **amount** | **Quote/cost** | **Total** EUR |
| 1. Diet cost | 4 | 575,00 |  |
| 2. *Accommodation (hotel bill, a lump sum)* | 4 |  |
| 3. Lump sum for commuting |  |  |
| **Total cost** |  |  | 575,00 |
| **7. deposit / money in advance** |  |  |  |
| **8. The amount of reimbursement currency to the cash / to be paid** |  |  |  |
|  |  | Erik Selecky  ................................................ date and signature of the person delegated | |
| **9. The amount to be paid in euro** |  |  | 575,00 |
|  | *Quote of currency* | *exchange rate* | *Total in EURO* |

The bill was checked in terms of: substantial formal and accounting

*........................................................... ................................................................*

*date and signature of the person who ordered trip date and signature*

(statutory or project manager) (economist or project manager)

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Quote of currency* | *exchange rate* | *Total in EURO* |
| Taken money in advance |  |  |  |
| Te cost of delegation | 575,00 |  | 575,00 |
| Differences of the exchange rate | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | Approved for payment |
|  |  |  | ................................................................................. |
|  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | . |  |  | . |  |  |  |  | |
|  | .................................................................... |  | *day month year* |
|  |  | ........................................................................ |
|  | *Signature trustee of funds* |  | *Signature of the confirmation* |