**Report of the Business Trip Abroad No.**

**Employee's name:**

**Work package:**

**Co-host:**

**Target institution:**

**Date of arrival - departure date:**

**Progress report:**

* Specification of the purpose of the stay
* Event description (expert names and organizations)
* Partial negotiations have been carried out
* Key people who have been contacted
* Project link
* Outputs

**Non EU countries:**

* Form of active participation (e.g. presentation during the conference/ workshop/ seminar, photo documentation of the poster)

Date, Name and Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_