

Reporting form for the award of travel grants to NHH employees

Part 1

Fill out the report form and include the reference number in the award letter. Deliver the form with the signed travel expenses form and other relevant documentation to the administration in your department within one month after the travel has been completed.

Name: Department: Ref. number:
Email: Purpose: Period:
Amount awarded: Funding source:

Grants from other internal or external source for the same purpose (amount and name of source):

Attachments to the report (cross off all applicable):

- Travel expenses form from UBW
- Original documentation of travel expenses
- Original documentation of accommodation expenses (hotel bill/ rental contract)
- ~~✓~~ Registration form for conference/workshop/seminar
- ~~✓~~ Confirmation of acceptance of paper (or detailed conference/workshop/seminar programme or URL)

Part 2

In the case of a research visit, please provide a short description of the scientific results:

Part 3

In the case of participation in a conference/workshop/seminar:

Research results with a scientific contribution must be recorded in CRISStin. **Log in to CRISStin**