

## TRAVEL AND EXPENSE REPORT

|                                |  |                     |
|--------------------------------|--|---------------------|
| 1.<br>Applicant<br>Information | Company trade name   | Business ID         |
|                                | Travel destination (City and country)  | Actual travel dates |
|                                | Possible changes to the travel plan with explanation   |                     |
| 2.<br>Travel report            | Report on all travel and business days including meetings, negotiations, and events from each day.<br>(Accommodation costs are reimbursed only for applicable and reported travel and business days) |                     |



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| 3.<br>The objectives and follow-up actions of the trip. | Not as well as expected   | As expected | Better than expected |
|---|---|-------------|----------------------|
|   | <p>How well did you fulfil the set objectives?</p> <p>What did you succeed in?</p> <p>What did you learn?</p> |             |                      |
|   | <p>The expectations and follow-up actions after the trip</p>  |             |                      |

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| 4   | Reimbursable expenses                       | Description   | Expenses in foreign currency | Expenses in euros |  |
|---|---|---|------------------------------|-------------------|--|
| Travel costs                              | Travelling costs                            |   |                              |                   |  |
|   |   |   |                              |                   |  |
|   |   |   |                              |                   |  |
|   |   |   |                              |                   |  |
|   | Accommodation costs                         | room(s)   |                              |                   |  |
|   |   |   |                              |                   |  |
|   |   | night(s)  |                              |                   |  |
|   | Event tickets                               |   |                              |                   |  |
|   |   |   |                              |                   |  |
|   |   |   |                              |                   |  |
|   |   |   |                              |                   |  |
|   | Possible additional information on expenses |   |                              |                   |  |
|   | Attachments                                 | Receipts provided of the listed expenses (name and number the attachments with their respective expense type, for ex. Travelreceipt1)<br><br>Original receipts<br><br>Documents showing the expenses in euros (ie. bank statement). |                              |                   |  |
|   | 5<br>Signature                              | I declare the provided information is correct.  |                              |                   |  |
| Signature and clarification of signature  |   | Date  | Place                        |                   |  |
| 6<br>DECISION<br>(City of Helsinki fills) | Grant paid                                  | Cumulative sum  | Decision no.                 |                   |  |