

Annex 1/A
Supplementary data sheet (particulars of the traveller and the journey)
GENERAL PARTICULARS OF THE JOURNEY

Destination (city, country)	
Name of institution/event	
Purpose of the journey (to be indicated: physical/online)	Pannónia mobility, physical
Day of departure (dd/mm/yyyy)	
Day of return (dd/mm/yyyy)	
Total number of days	
Name of the host (to be filled in only in the case of hosting)	

TRAVELLER'S PARTICULARS

Family name as indicated in the travel document (title as well if there is one)	
Given name as indicated in the travel document	
Citizenship	
Date of birth (day, month, year)	
Type of travel document (passport/personal identity card)	
Number of travel document	
Authority issuing travel document	
Expiration of travel document (day, month, year)	
Mobile telephone number	
E-mail address	
Status	Student
Faculty/Institute/Unit	

MEANS OF TRANSPORT - AIRPLANE, TRAIN

Itinerary (city from-city to)	
Date and time of departure from	
Place of departure from (city/airport)	
Flight number	
Date and time of departure back	
Place of departure back (city/airport)	
Flight, train, bus number	
Only cabin bag/laptop case	
Check-in luggage (23 kg)	
Other required information	

DATA FOR RESERVING ACCOMMODATION

City	
Preferred hotel(s)	
Check-in date	
Check-out date	
Room type	
Breakfast (yes/no)	
Other information	

COSTS

Description	Cost centre/order	Planned cost	Actual cost
Per diem			
Stipend	TTFU000000/PRH24003		HUF
Participation fee			
Accommodation			
Airplane ticket			
Domestic airport transfer			
International airport transfer			
Train, bus, boat, ferry ticket			
Accident, sickness, luggage insurance			
Visa administration			
Toll fee, stickers			
Company car			
Own car			
Miscellaneous (tourist tax, local parking, local travel)			

Declaration:

I hereby agree and acknowledge that any advance income tax and other contributions incurred in connection with the above posting, as well as any overpayment related to my posting, will be deducted from my salary/ stipend.

Date:.....

Traveller's signature:

Supervisor's consent:

I consent to and acknowledge the official absence of the traveller under my supervision.

Date:.....

Supervisor's signature: