Request and Authorization for Travel and Advance Pay

(Project Travel)

1. Travel Authorization Number

2. Project No.

3. Org. code

4. Currency of the Project

5. Full Name (In English)

5a. Full Name (In Ukrainian)

5b. Resource Code

5c. Bank Details

6. Telephone Number   E-Mail Address

7. Approximate Numbers of Days

8. Travel to begin on (Date)

9. Travel Itinerary

10. Purpose of Travel

11. Mode of Transportation

12. Foreign Passport Number:

(For outside of country of residence only)

Issue body: _____

Date of issue: _____

13. Indicate Yes or No below, if you need a letter of support from the STCU to the Embassy of the country of destination: _____YES, I need a letter of support   or   _____NO, I do NOT need a letter of support

13. Estimated Cost (divided by ways of payment)

Nature of Expense	Amount in the Currency of Project Please indicate EUR or USD	Bank transfer to Vendor			
		Use http://www.oanda.com/convert/fxhistory for exchange rate/См. сайт http://www.oanda.com/convert/fxhistory для курса валют)			
	0	Currency of Payment	Actual Amount	Exch.Rate	Amount in Currency of the Project
				(curr.of Payment to Curr. of proj)	
Transportation		GBP			0.00
Lodging		EUR			0.00
M&IE					0.00
Registration fee					0.00
Hotel reservation					0.00
Other					0.00
Total:	**0.00**				**0.00**

13. Estimated Grand Total in currency of the Project   **$0.00**

14. Project Manager   _____ Date

15. Senior Specialist   _____ Date

STCU Form 11

Science and Technology Center in Ukraine

Travel Settlement Voucher

1. Travel Authorization Number

(see Request for Advance Pay or Expense Report)

2. Project No. or Admin. Travel

3. Currency of the Project

4. Organization Code   0

5. Name and Resource Code   0

6. Reimbursable Expenses:

Support Doc. No.	Date	Nature of Expense	Currency of Payment	Actual Amount	Exch.Rate (currency of Payment to Currency of the Project)	Amount in Currency of the Project 0
1						0.00
2						0.00
3						0.00
4						0.00
5						0.00
6						0.00
7						
8						
9						
				TOTAL (in project currency)		0.00
			ADVANCE (in project currency - see expense report)			0.00
					DIFFERENCE	0.00

7. Requester's signature _____ Date _____

8. Checked by Project Accountant _____ Date _____

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