# Foreign Visit Report no.

*(up to 30 days)*

1. **Name and Surname.**.................................................................................................................................
2. **Organisational unit** .................................................................................................................................
3. **The purpose of the visit** (title of the conference, convention, symposium, etc..).....................................

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1. **Form and title of the presentation** (poster, oral presentation, lecture)....................................................

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1. **Country and place of destination**.............................................................................................................
2. **The duration of the conference**.................................................................................................................
3. **Travel time**….............................................................................................................................................
4. **Performance of the task/achievements/discrepancies**............................................................................

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***Date and signature of the employee***