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**VSE Staff exchange 2020**

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| 1. Name of organisation |  |
| 1. Name of proposed staff member |  |
| 1. Position in the organisation |  |
| 1. Purpose of the exchange (please give brief reasons for exchange) | □  □  □  □ |
| 1. Preferred country to provide exchange (set up to three countries where you believe you can achieve purpose set above) – or let us do that for you | □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ I would like VSE to suggest a country |
| 1. Planned duration of stay | □ 3 days  □ 4 days  □ 5 days |
| 1. Preferred period of exchange (suggest three most convenient weeks between 1 September and 31 December 2020) | □  □  □ |
| 1. Estimated cost of your stay[[1]](#footnote-1) | □ Travel cost up to \_\_\_\_\_\_\_\_\_\_\_\_\_ (total)[[2]](#footnote-2)  □ Subsistence cost up to \_\_\_\_\_\_\_\_\_\_ (total)[[3]](#footnote-3) |

1. This is required only for budgeting purposes. VSE will reimburse only the actual justified cost. [↑](#footnote-ref-1)
2. Estimated maximum cost for all travel including airport transfers. [↑](#footnote-ref-2)
3. Maximum cost for the entire stay, including accommodation, meals and local transport (based on the rates applicable for the preferred country). [↑](#footnote-ref-3)