****

 **VSE Staff exchange 2020**

|  |  |
| --- | --- |
| 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)