


How to fill in TRAVEL DAYS STATEMENT

 Co funded by
the European Union

Akademia WSB
WSB University

Name and surname:

Grant agreement No (to be filled on by IRS):

TRAVEL DAYS STATEMENT
In connection with the implementation of mobility under the Erasmus+ programme
Mobility for Study/Traineeship to:

.....
(none of host University/institution, country)

I hereby declare that the journey will be carried out via: (indicate a mean of
transport).....

as part of the funding for travel days (if applicable) granted to me under the Erasmus+ programme as
detailed below.

	TRAVEL TO		TRAVEL FROM	
	DEPARTURE	ARRIVAL	DEPARTURE	ARRIVAL
DATE				
CITY				
TIME				
NUMBER OF TRAVEL DAYS				

.....
Place and date

.....
Legible signature

1 Sums of telephone calls must be submitted to the Academic Mobility Coordinator no later than 15 days after the end of the mobility period
2 Bus, train, bike, plane, car

How to fill in

First page

At the top of the page, write your full name.



Akademia WSB
WSB University

Name and surname:
Grant agreement No. (to be filled out by IRO):.....

Leave this empty.
The International Relations Office will fill it in.

Choose ONE option and cross out the other.
Traineeship - choose traineeship.
Study or BIP - choose study.

TRAVEL DAYS STATEMENT

In connection with the implementation of mobility under the Erasmus+ programme

Write the name of the university/company where you are doing your mobility + the country.

Mobility for Study/Traineeship to:

Example:
University of Barcelona, Spain

(name of host University/Institution, country)

I hereby declare that the journey will be carried out via: (indicate a mean of transport).....

as part of the funding for travel days (if applicable) granted to me under the Erasmus+ programme as detailed below:

Write ONLY the MAIN type of transport you use to travel to your Erasmus+ destination.

TRAVEL TO

TRAVEL FROM

	TRAVEL TO		TRAVEL FROM	
	DEPARTURE	ARRIVAL	DEPARTURE	ARRIVAL
DATE				
CITY				
TIME				
NUMBER OF TRAVEL DAYS				

Travel to / Travel from

- the date of departure and arrival
- your home city and the city you travel to
- the time your trip starts and the time of arrival (regarding to tickets)

Count how many days the trip takes. Usually it is 1 day per travel.

If you are already in the host country and you are NOT travelling for the mobility write 0.

Place and date

- the city where you are filling the document
- today's date
- your signature

Example:
Warsaw, 15.04.2026
John Smith

Legible signature

- your signature by hand or
- Your qualified electronic signature (QES)

Scans of tickets/invoices must be submitted to the Academic Mobility Coordinator no later than 10 days after the end of the mobility period

: Bus, train, bike, plane, car

How to fill in

Second page

You fill this only after your mobility is finished.

Just write::

-
- place
-
- date
-
- your signature

This confirms that your travel was done as declared.



Akademia WSB
WSB University

I hereby certify that the travel undertaken as part of the aforementioned mobility program was conducted in full compliance with the stated conditions (to be filled out AFTER the mobility).



.....

Place and date



.....

Legible signature



IMPORTANT

- If you travel, you must keep your tickets or invoices.
- You must send scans after the end of mobility.

Example



Akademia WSB
WSB University

Name and surname: Jane.Doe.....

Grant agreement No. (to be filled out by IRO):.....

TRAVEL DAYS STATEMENT

In connection with the implementation of mobility under the Erasmus+ programme

Mobility for ~~Study~~/Traineeship to:

Microsoft Corporation, Spain

(name of host University/Institution, country)

I hereby declare that the journey will be carried out via: (indicate a mean of transport) Plane.....

as part of the funding for travel days (if applicable) granted to me under the Erasmus+ programme as detailed below:

	TRAVEL TO		TRAVEL FROM	
	DEPARTURE	ARRIVAL	DEPARTURE	ARRIVAL
DATE	29.04.2026	29.04.2026	02.09.2026	02.09.2026
CITY	Katowice	Madrid	Madrid	Katowice
TIME	15:15	18:35	19:35	23:00
NUMBER OF TRAVEL DAYS	1		1	

Dąbrowa Górnicza, 30.01.2026

Place and date

Jane Doe

Legible signature

Scans of tickets/invoices must be submitted to the Academic Mobility Coordinator no later than 10 days after the end of the mobility period
: Bus, train, bike, plane, car

Example



Akademia WSB
WSB University

I hereby certify that the travel undertaken as part of the aforementioned mobility program was conducted in full compliance with the stated conditions (to be filled out AFTER the mobility).

Dąbrowa Górnicza, 07.09.2026

Place and date

Jane Doe

Legible signature