**Justification for expenditure outside the**

**Interreg North-West Europe area**

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| **Request number** |
|  |
| **Title/description of event** |
|  |
| **Date** | **Location** |
|  |  |
| **Website** |
|  |
| **Participants per project partner**  | **Duration of stay** |
|  |  |
| **Breakdown of costs expected (travel, accommodation, subsistence…)** |
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| **Description of activities planned (e.g. speaking slot, exhibition stand etc.)****Agenda attached** [ ]  |
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| **Why is this event relevant for the implementation of the project?** |
|  |
| **Date approval JS** |
|  |

This request must be submitted to the JS at the latest two weeks prior to the event and a formal approval must be received for the expenditure to be deemed eligible. All NWE rules apply (economy travel, proofs of expenditure…) and the internal rules applicable to the partner organisation.

After the travel a brief report summarising the outcome for the project must be sent to the JS by e-mail.