



Sharing knowledge within Europe for Integrated Coastal Management

Contact

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Date

01 February 2006

Our reference

TG-2006wkXX-nr

Subject

Authorization travel grant nr TG-2006wk-01

Telephone

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Enclosure(s)

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Your reference

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Dear Sir, Madam,

Thank you for your interest to participate in one of the ENCORA activities.

We have received your submission for an ENCORA travel grant on 01/02/2006. Your request is registered at the ENCORA Central Office in The Hague under number TG_ECO_2006WKXX-YY. We are pleased to offer you a travel grant covering (to be filled in by coordinator in charge) percent of your travel expenses for travel and accommodation with a limit of EUR (to be filled in by coordinator in charge).

We like to bring the following to your attention:

- Part B of the travel grant form and invoices must be submitted within one month after the trip;
- You are requested to state your actual expenditures and supply original documents, which we will return afterwards. Justification documents (receipts, tickets, etc.) may be requested for accountancy control until **five years** after the ENCORA Coordination Action is finished.
- If you decide not to use the travel grant or if you are not able to travel for other reasons you are kindly asked to inform the coordinator as soon as possible so that the award can be past to someone else.

If you have any questions you may contact contact name.

Yours sincerely,

Name coordinator