16 TRAVEL EXPENSES HELSINKI UNIVERSITY OF TECHNOLOGY Invoice arrived Date Post or position in HUT Work phone Family name, first names, home address Department Bank and office Bank account Order for travel approved by Order for travel enclosed Aim of trip Reason for using own car Compensation List each trip or events in chronological order. When using a car list Daily Travel Trip kilometers driven and compensation (EUR per km). When going to allowance **EUR** days started ended 20 (h:min) another country give times. Arrange hotel bills and other incidental (h:min) expences in chronological order. Month Day 0,00 Transfer (encl) yes (encl.) Any meals including no

Signature of traveller

Numbers checked

Facts checked

Approved

/ 20_

To be paid

	20 Projekti	Laitos	Ta-tili	Kohde	Debet	Kredit	Travel expenses
Lkp	Piojekti	Lanos	12-uii				0,00
							Paid in advance
,							To be paid
							0,00

TKK 10.2003