

Date		Invoice arrived
Family name, first names, home address		Post or position in HUT
		Work phone
		Department
		Bank and office
Order for travel enclosed	Order for travel approved by	Bank account

Aim of trip
 Picking up the students from Airport, Picking up the flatkeys beforehand, visit at maistraatti or police station

Reason for using own car
 eg. Heavy suitcases

20__	Trip		List each trip or events in chronological order. When using a car list kilometers driven and compensation (EUR per km). When going to another country give times. Arrange hotel bills and other incidental expences in chronological order.	Travel days	Daily allowance á	Compensation EUR
	started (h:min) at	ended (h:min) at				
Month	Day		The names of the students			
			Journeyroute eg.			
			Otaniemi-Airport-Kivenlahti-Otaniemi			
			60km x 0,45 compensation per km			27,00
			Remember to attach original tickets			
			(bustickets, parking tickets etc.)			
Transfer (encl)						0,00

Any meals including	yes (encl.)
	no

Signature of traveller

Numbers checked Facts checked

Approved
 / 20__

To be paid
 / 20__

Lkp	Projekti	Laitos	Ta-tili	Kohde	Debet	Kredit	Travel expenses
							27,00
							Paid in advance
							To be paid
							27,00