UNIVERSITY OF JOENSUU

TRAVELLING EXPENSES CLAIM

empty form

Date

Filled in by the claimant

Claimant's name and address		Date of birth
Position	Address in home country	Home country
Giro account or bank and bank account number		
Official trip submission ✔ appended	Official trip submission authorization from / Reason for trip and / or for the use of one's own car	

1 Date 20 dd. mm.	2 Trip or official duty departure hrs	arrival hrs	3 Description of the journey: Different stages of the trip and duties in chronological order. Place of departure and arrival and vehicle. Accommodation and other special reimbursements. (Any remarks, such as why the cheapest possible vehicle has not been used, are to be list at the end of the claim.)	4 Number of days, kilometres, currency etc.	5 Allowance, kilometres, currency à €	6 Total Euro
				TOTAL		0.00

The signature — The phone number

ATTACH ALL RECEIPTS, PLEASE.

route and means of transport which are overall expenses considered the most inexpensive to the state and most appropriate for official duties.

Any remarks, such as why the cheapest possible vehicle has not been used, are to be listed at the end of the claim. Only real expenses are reimbursed.

Filled in by the officials:

numerotarkastus /	asiallinen tarkastus / 200
hyväksyminen / 200	
maksumäärävs / 200	

LKP-tili	TA-tili	V-alue	Projekti	T-alue	Resurssi	€