

travelling expenses



EXAMPLE

Arrival day of specification		Date 3/21/02		Payee no.		Receipt no.	
Name My Name				Occupation / Post Researcher		Paying authority LAPBIAT	
Giro account or bank and its branch and account number				Address My street 123, 45678 My City, My Country			
Purpose of travel and/or reason for using own car LAPBIAT visit to This research station							
20 02 Month Day		Travel time started at ended at		Description of travel. Localities for departure and arrival and means of transport. When using own car, the kilometres and allowance per kilometre. Accommodation and other travel expenses.		Number of travelling days	
						Daily allowance €	
						Daily allowance total €	
						Other compensation €	
3	5	07.30	08.15	My home - Airport by taxi			13.25
3	5	09.30	12.00	My Airport - Helsinki by plane			
3	5	14.15	15.40	Helsinki - Rovaniemi (or Kittila or...) by plane			
3	5	16.00	18.00	Rovaniemi - Sodankyla by bus			
3	5	18.00		LAPBIAT work at Sodankyla			
3	15		16.00				
3	15	16.00	18.00	Sodankyla - Rovaniemi by bus			
3	15	19.00	20.20	Rovaniemi - Helsinki by plane			
3	15	20.20		Night at hotel in Helsinki airport			
3	16		08.00				
3	16	10.00	11.15	Helsinki - My Airport by plane			
3	16	12.00	12.45	My Airport - My home by taxi			13.25
Kilometre allowance							
Driven km							
Allowance €/km							
Additional allowance km							
Additional allowance €/km							
Additional allowance km							
Additional allowance €/km							
Total 0.00				TOTAL TRANSFER FROM THE PAGE TWO TOTAL TRAVEL EXPENSES		26.50	
				DAILY ALLOWANCES (included in the travel expenses)		321.00	
				TRAVEL ADVANCE RECEIVED		347.50	
				PAYMENT DUE		321.00	
						347.50	

Place and date Sodankyla 3/21/02

Signature My original signature

Vastaanotto- tarkastus		Numero- tarkastus		Asiallinen tarkastus		Laskun loppusumma		347.50
Laskun saapumispäivä		Selite				Maksettava		347.50
LKP-tili	TA-tili	VA	PROJ	HLÖ	ERITTELY	DEBET €	KREDIT €	
Hyväksytään / /					Oikaisupvm			
NIMEN SELVENNYS					Määrätään maksettavaksi / /			

Month	Day	Travel time		Description of travel. Localities for departure and arrival and means of transport. When using own car, the kilometres and allowance per kilometre. Accommodation and other travel expenses.	Number of travelling days	Daily allowance	Daily allowance total	Other compensation
		started at	ended at			€	€	€
				<p>All flight tickets have been paid by LAPBIAT as well as bus ticket Rov-Sod-Rov Hotel at Helsinki has been paid by LAPBIAT</p> <p>Daily allowances</p> <p>11.00 1.00</p> <p>28.00 13.00</p> <p>308 13</p> <p>ALL ORIGINAL RECEIPTS MUST BE ATTACHED TO THIS DOCUMENT</p> <p>ALSO COPIES OF YOUR RETURN FLIGHT AND BUS TICKETS</p>				
EXAMPLE								
TOTAL								321.00