

# Help Form for Travel Expenses (only IMM employees)

**NB! Only own expenses to be refunded written in this form!**

> Sent by mail to Lone Lykke Steensen with scanned documents or in paper form <

**Remember to attach the program or invitation when traveling abroad**

Name:	Date of birth: (dd.mm.yyyy)
-------	-----------------------------

Travel purpose:	Departure (date):	Time:
Country/Town:	Return (date):	Time:

## OWN EXPENSES

Type/Currency	DKK	EUR	USD	
Bridge tax				
Bus ticket				
Car rental				
Course fee				
Hotel				
Parking				
Restaurant				
Taxi				
Train ticket				

## DRIVING IN OWN CAR

KM:	License
From (adress):	
To (adress):	

## DIETS

Yes  No

If yes, specify the number of free meals

	Yes	Antal	No
Morgenmad			
Frokost			
Middag			

**ACCOUNTING** - Enter analyse/projekt number or type a text

--

## IMM STUDY ACCOUNT

Yes  No

If yes, how much?

--

## COMMENTS

--

### SOLEMN DECLARATION

I hereby solemnly declare that the above costs (hotel, train ticket, etc.) are not otherwise covered by the University or other organizations or companies.

Date

Signature