

Travel Accounting

Space following writing in **red** must be filled in



Please return to:

Name	_____	Banking details:	_____
Home Address	_____	Reg. no.	_____
Postal code & Town	_____	Account no.	_____
Country	_____	IBAN/ABA:	_____
SDU-department	_____	Swift code	_____
Destination	_____	Bank Name	_____
Address	_____	Bank Address	_____
Purpose	_____	Account holder	_____
Departure Date	_____	Time	_____
Return Date	_____	Time	_____
Currency	_____	Exchange rate	_____
		Approved grant amount DKK:	_____

Reserved for Administration
(skal udfyldes af institut/afdeling)

Underkonto _____
Artskonto _____
Omk.sted 1 _____
Formål _____
Projekt _____
Analyse _____
Omk.sted 2 _____

Udfyldt af: _____

Transportation costs (According to original vouchers)	Ticket Price	Amount/DKK	Additional Information
_____	_____		
_____	_____		
_____	_____		
Use of own car. Reg. no.:	Kilometre (in total)	*)	
Night allowance without documentation:		*)	
Accommodation: _____			
Per diem payment according to vouchers <input type="checkbox"/> Or per diem payment without vouchers <input type="checkbox"/>			
Meals offered: Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>			
Board meals (according to vouchers): _____			
Other expenses, type (according to original voucher): _____			

Total Expenses			
*) The Danish tax authorities are informed	Total amount to be reimbursed		

Reserved for Accounting Office:	Certified by Head of Department:	Traveller's signature:
Completed by: _____	_____	_____
Checked by: _____	Date	Date

UK	Artskonto	Omk. 1	Formål	Projekt	FK	Analyse	Omk. 2	D/K	Beløb	Beskrivelse