UNIVERSITY OF HELSINKI
SPECIFICATION OF TRAVELLING EXPENSES

Form No.
Date of arrival of the specification

Date_____

Name	Date of birth
Occupation / post	Citizenship
Home address	Telephone (home/work)
OBLIGATORY INFORMATION/Bank account No./Code/Name of the bank/Swift code	To be paid by Faculty:
Purpose of the trip	

2005		The trip		Specify the different stages of the trip in chronological order: - point of departure & arrival, vehicle used - if you are applying for travel remuneration, state the kilometers & allowance per kilometer - accomodation expenses	No. of travelling days	Daily allowance per day	Total
Month	Day	Started at	Ended at				
ADVANCE PAYMENT						-	
						TOTAL	
Date and place							Signature

THIS FORM IS TO BE RETURNED TO THE UNIVERSITY WITHIN TWO MONTHS OF THE END OF THE TRIP.
RECEIPTS ARE REQUESTED TO BE ENCLOSED FOR THE DISBURSEMENT OF REMUNERATION.