

# Department of Chemistry - AURUS Travel Reimbursement

Please fill in this form and hand in with relevant documents

Name: \_\_\_\_\_ Purpose: \_\_\_\_\_

Unit No.: \_\_\_\_\_ Project No. : \_\_\_\_\_ Activity (if applicable): \_\_\_\_\_

**Claim – Tick off relevant:**

Travel claim       Travel claim EU proj.       Expense claim       Advance

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Subject: \_\_\_\_\_

Explanation: \_\_\_\_\_

Country \_\_\_\_\_ City \_\_\_\_\_

Date of departure: \_\_\_\_\_ Time of departure: \_\_\_\_\_

Date of return: \_\_\_\_\_ Time of return: \_\_\_\_\_

Private car /Kilometers: \_\_\_\_\_ From/to: \_\_\_\_\_

Private share of travel from/to: \_\_\_\_\_

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**Per diem/allowance:** Yes  No

**Free meals** – State individual dates for free meals (if applicable):

Breakfast: \_\_\_\_\_

Lunch: \_\_\_\_\_

Dinner: \_\_\_\_\_

**Arrangements** - Please write name/affiliation of guests/participants on receipt (or here):

\_\_\_\_\_  
\_\_\_\_\_

**Expenses:** Hand in tickets/bills with this form or scan in single PDF and mail to [chem@au.dk](mailto:chem@au.dk)

Mark bills with “MC” if paid by AU MasterCard, and “PRIV” if paid by own card/in cash.

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**Comments:** \_\_\_\_\_

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\_\_\_\_\_

**Thank you for helping us!**

Find this form at: [www.chem.au.dk/selvbetjening/skemaer](http://www.chem.au.dk/selvbetjening/skemaer)