

Department of Chemistry - REJSUD Travel Reimbursement

Please fill in this form and hand in with relevant documents

Name: _____ Supervisor (if applicable): _____

Explanation: _____

Project No. : _____ Activity No.: _____ EU project: Yes No

Travel claim Denmark City _____

Travel claim other country Country/City _____

Expense claim only

Departure: Date and Time: _____ Return: Date and Time: _____

Private share of travel: Date and Time from/to: _____

Driving claim Private Car NB! Write your license plate here: _____

Kilometers: _____ From/to: _____

Kilometers: _____ From/to: _____

Kilometers: _____ From/to: _____

Per diem/allowance: Yes No

Free meals – State individual dates and tick off free meals:

Date	Breakfast	Lunch	Dinner

Expenses: Hand in tickets/bills with this form or scan to PDFs and mail to chem@au.dk

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

If more people participated at restaurant/event: Please write name/affiliation of guests/participants on receipt (or here):

Thank you for helping us help you!