Form.nr. 9990001E.06.05.2 SDU

Travel Accounting

SYDDANSK UNIVERSITET
Campusvej 55, DK-5230 Odense M
Tlf. 6550 1000, Fax 6550 1090
CVR DK 29 28 39 58

Space following writing in red must be filled in

Name:
Address (home):
Postal code and town:
Country:
Date of birth:

Institute/Department:
Destination:
Address:
Purpose:

Departure	Date:	Time:
Return	Date:	Time.:

Reserved for the Administration

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

Bank/Giro	Reg. no.	Account no.

IBAN:
Swift code: = BIC code
Bank name:
Bank address:
Currency: exchange rate:

Transportation costs (according to voucher):	Ticket Price	Amount/DKK.	Additional Information
Ovn car: Kilometre (in total)		*)	
Night allowance without documentation:		*)	
Room (lodging):			
Per diem payment according to voucher ☐ Or per diem payment without voucher ☐			
Meals offered: Breakfast ☐ Lunch ☐ Dinner ☐			
Board meals according to voucher:			
Other expenses, type (according to voucher):			
	Total expenses		
Approved grant amount DKK:	Advance	-	
*) Danish tax authorities are informed	Total amount to be disbursed/reimbursed		

Reserved for the Accounting Office:	Certified by the Head of Institute/Department:	Traveller's signature:
Completed by:	Date / Signature	Date / Signature
Checked by:		

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