

Information form - travel claim

To be able to fill out your travel claim correctly, it is essential that you provide your secretary with:

- Filled-in information form
- Receipts
- Copy of your itinerary

Name of traveller _____

Country of destination _____

City of destination _____

Purpose of journey _____

(Primary purpose of journey, e.g. meeting, conference)

Start date _____

Start time _____

End date _____

End time _____

Subject/occasion _____

(E.g. name of conference)

Account number _____

EU project

Did you use your AU credit card during your trip? yes no

If yes, where? _____

Free breakfast (number) _____

Free lunch (number) _____

Free dinner (number) _____

Vehicle use, if any _____

From/to

Route, total no. of km _____

Justification for use of own car/taxi (in excess of transportation to/from the airport shuttle)

Please also note:

- The expense type and amount should appear clearly from the receipt. If not, please write it on the receipt yourself.
- Should you for any reason not have all receipts, please fill in a statement of truth and hand it to your secretary with your other documents. You will find the statement of truth here:
http://phys.au.dk/fileadmin/site_files/intern/eng/trooglov_ny_UK.pdf
- If you have used your AU credit card for personal use, you must inform your secretary of this, and let her know which purchases are personal.
- If part of your trip was private, it is important that you inform your secretary and state which part of the trip was private (start date and time as well as end date and time).