

Information form - Travel Claim

In order to fill out your travel form correctly, it is essential that you provide your secretary with:

- Filled-in information form
- Receipts

Name of traveller _____

Country & City of destination _____

Purpose of the trip _____

(Primary purpose, ie. Conference, meeting, course, education)

Start date and -time _____

End date and -time _____

Occasion (ie. title of meeting) _____

Was part of the trip private?

If yes, state private part From _____ at _____ to _____ at _____

Project- and activity no. _____ EU-project

Are you to be paid allowance?

Did you use your AU-creditcard on the trip?

If yes, where? _____

Did you use your AU-credit card for private expenses?

If yes, which? _____

Did you use your private credit card or did you have cash outlay for work-related expenses?

If yes, which? _____

Number of free meals

Breakfast _____ Lunch _____ Dinner _____

Vehicle use, if any From/to _____ Km in total _____

(if from home state name of town)

Justification for use of own car or taxi (other than transport to/from the airportbus) Reg.no if own car used _____

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_uk.pdf