UNIVERSITY OF HELSINKI
SPECIFICATION OF TRAVELLING EXPENSES

Form No.
Date of arrival of the specification

Date_____

Name	Date of birth
Occupation / post	Citizenship
Home address	Telephone (home/work)
Postal giro/Bank account No. (EU: IBAN)	To be paid by University of Helsinki, HECER
Name and address of the bank	
Bank code (EU: BIC/SWIFT) (UK: sort code), (Germany: Bankleitzahl) (USA: Fedwire number/ABA/routing number)	
Purpose of the trip Presentation at the Nordic International Trade Seminar (NOITS) 2005	

2005		The trip		Specify the different stages of the trip in chronological order:			
Month	Day	Started at (time)	Ended at (time)	- point of departure & arrival, vehicle used - accommodation expenses	No. of travelling days	Daily allowance per day	Total
						TOTAL	
Date and place				Signature			

PLEASE FILL IN AND SIGN THE FORM AND ATTACH ALL THE ORIGINAL RECEIPTS. THE SPECIFICATION OF TRAVELLING EXPENSES HAS TO BE RETURNED WITHIN TWO MONTHS FROM THE END OF THE TRIP.

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