# 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<br>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<br>Presentation at the Nordic International Trade Seminar (NOITS) 2010 | |

| 2010 | | 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<br>- accommodation expenses | No. of travelling days | Daily allowance per day | Total |
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| | | | | | | 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 WEEKS FROM THE END OF THE TRIP.

Mailing address: Ms Tiina Tikkala
HECER
P.O. Box 17 (Arkadiankatu 7)
FI-00014 University of Helsinki
FINLAND