

Reimbursement of Travel Expenses and Payment Form



Flight Ticket: Amount: _____ (remember to indicate currency)

Taxi/bus/train: Amount: _____ (in Danish kroner)

Amount: _____ (in foreign currency)

Institute Seminar:

Date of the seminar: _____

Personal Data:

Name: _____

Title: _____

Institution: _____

Duration of your stay: _____

Private address: _____

Date of birth: _____

Bank Data:

Name of bank: _____

Address of bank: _____

Bank Account no.: _____

IBAN no.: _____

SWIFT/BIC code: _____

BLZ no. (German account): _____

Sort code (UK & Ireland account): _____

Routing number/ABA no. (USA account): _____

Signature: _____

Please attach the original of all vouchers. Copies will not be refunded.
Please remember your date of birth and private address, as the information is necessary for the Danish tax authorities. Send all vouchers and information to Mary-Ann Reland, Department of Economics, University of Copenhagen, Øster Farimagsgade, Building 26, DK-1353 Copenhagen K, Denmark. Phone: +45 35 32 30 16. Fax: +45 35 32 30 00. E-mail : mary-ann.reland@econ.ku.dk