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In order to reimburse your travel expenses, the Department of Economics need the following information:

DESTINATION AND AIM OF THE TRIP:

DEPARTURE (from home): Date: Time:

RETURN (to home): Date: Time:

PHONE:

FAX:

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WORKING PLACE:

POSITION(professor/PhD/etc.):

Travel expenses:

Specification				Travel expenses	
Date	From place	To place	Type of transport	Currency	Amount
Specification				Other expenses	
Date	Type of expense		Currency	Amount	
Comments					

Place/date	Signature

Please fill in both pages of this form and return it with your air fare ticket and boarding pass, and tickets/receipts for other transportation to be reimbursed (if you have electronic ticket, include a printout):

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IMPORTANT!
Only the attached documents will be reimbursed. Please tick off.

Air fare ticket

Original receipt(s)/ticket(s) for other transportation