



Specification of travelling expenses

Name:		Function:	
Address:			
E-mail:			
IBAN no:		SWIFT-BIC:	
Bank:			
Travel from:		to:	
Purpose of the trip:			
Started at:	Date:	Time:	
Ended at:	Date:	Time:	
1. Travel costs			Euro
By car:		<input type="text"/> km at 0,25 Euro:	<input type="text"/>
By car:		<input type="text"/> Carpark, Tolls etc.	<input type="text"/>
By railway or bus (please enclose ticket or receipt):			<input type="text"/>
By airplane (please enclose ticket or receipt):			<input type="text"/>
2. Accommodation			
<input type="text"/> nights according to enclosed hotel bill:			<input type="text"/>
<small>> 60 Euro/night only with approval by a board member</small>			
3. Daily allowance			
<input type="text"/> travel days at 35 Euro:			<input type="text"/>
or	<input type="text"/> cost by consumption		<input type="text"/>
4. Additional costs			
a. Telephone:			<input type="text"/>
b. Postage:			<input type="text"/>
c. Other:			<input type="text"/>
Rate of exchange used		<input type="text"/>	<u>Total expenses:</u>
in letters:			
Date and place:		Signature:	

Please send this signed formular with all available receipts to EMF finance

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Date: 23rd October, 2006

Formular approved by EMF-board