



## TRAVEL ORDER, NOT AN EMPLOYEE

### Traveler

Name:	Personal number:	School/department:

### Main information

The trip begins, date:	Time:
The trip ends:	Time:

Destination, country:	Destination, city:
-----------------------	--------------------

Purpose:	Description:
----------	--------------

### Accounting information

Percentage:	Org.unit:	Project:	Attesting Manager:
-------------	-----------	----------	--------------------

### Expenses

Private Car/Car hire:	Flight cost:	Train/Ferry-costs:	Other expenses:	Total travel expenses:

Accommodation cost:	Number of nights for accommodation:	Total cost for accommodation:

Allowance/Per diem:	Number of days Allowance:	Total Allowance:

<b>Total travel costs:</b>

### Information about the trip

--

Date

Date

\_\_\_\_\_  
Traveler, printed name

\_\_\_\_\_  
Attesting Manager, printed name