

UPPSALA UNIVERSITET

TRAVEL COST REIMBURSEMENT

Date:

Department	Personal ID number
	Name
Did you receive an advance? Please fill in the amount here: sek	Address (only for first time travellers or change of address)
	Postal code and city

Purpose for your travelling and place:			
Travel started (time/date when you left home/workplace)		Travel finished (time/date when you came home)	
Number of meals you received during the travel:	Breakfast	Lunch	Dinner
- Included in hotel cost			
- Paid by employer			
- Paid by other organization			

For international travelling fill in: – local time for departure and arrival (Or attach travel itinerary)

Indicate time for take off/landing, departure/arrival from/to train station/ferry terminal

	Departure date	Time	Arrival date	Time	To what country
Outbound					
Inbound					

If you drive your own car

Date	Travelpath, from - to	Length of travel in km

Please indicate which project that finance the travel expenses (Ask your supervisor if you need)
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Let us know if the cost is to be paid by another organisation than Uppsala University (so we know whom to invoice).

Attach receipts on all your incurred expenses if you want them reimbursed.

If you incurred a cost for representation you have to name all participants (and state their affiliation) on the back of the receipt.

If you have a receipt for a specific exchange rate, do attach it.

Travellers signature	Checked by	Approved
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Hand in your signed reimbursement form to your administrator.