EISCAT Scientific Association

- ☑ Headquarters
- ☐ Kiruna Site
- ☐ Longyearbyen
- ☐ Sodankylä
- ☐ Tromsø

Print Form

Clear Form

Travel Claim

The authorised Travel Request must be attached with this claim.

Name:	Example Examplesson	
Purpose:	Location:	Exchange Rates:
Attending Course + Seminar	Stockholm, Sweden	1.000

	Date:	Start: (time)	End: (time)	Actions:	Expenses: (local currency)	Expenses: (SEK)	Subsistence: (SEK)
	8.5	05:30		Flying Stockholm, meeting			200.00
	9-10.5			Meeting two days			400.00
	11.5		23:50	Meeting and returning			200.00
rec1				Train Arlanda - City	150,00 SEK	150.00	
rec2				Train City - Arlanda	150,00 SEK	150.00	
rec3				Hotel Stockholm	4056,00 SEK	4,056.00	
				Click on the "Clear Form" button			
				to start			
				Subtotal: SEK =		**4,356.00**	**800.00**
				Total: SEK =			**5,156.00**
rec4				Advanced payment: SEK -			5,000.00
				Total: SEK =			**156.00**

Signed: ..... Date: .....

Prepared by: ..... Date: .....