

Travel Expenses regarding your visit at Aalborg University (AAU)

Please fill in this form and return it to your contact at Aalborg University with scanned receipts enclosed

Personal Information

CPR / Date of Birth		Contact at AAU: Name and Department	
City of Birth		Name of Bank	
Name		Address of Bank	
Private Address		<i>Danish bank reg. no.</i>	
		Account number	
Postal Code		International Bank Account Number (IBAN) (European countries)	
City and Country		Swift Code or Bank Code (SWIFT or BIC) (All countries)	
Country Code		Intermediary Bank (via) Swift BIC Adresse	
Gender M / F	Male	<input type="checkbox"/> ABA Routing Number (USA/Can) <input type="checkbox"/> AU Number (Australien) <input type="checkbox"/> CLABE (Mexico) or other	
	Female		

Travel Information

Purpose of travel:			
Travel route:			
Travel started and concluded – please state date and time:	Started date and time		Concluded date and time
For personal reasons the trip was interrupted or extended as follows	From date		From hour
	To date		To hour

Travel Expenses –

Only documented expenses can be reimbursed

				Paid in Danish Kroner (DKK)	Other currencies
Plane or train					
Bus or Taxi (destinations)					
Use of own car (state number of km. & destinations)	kilometers	From destination	To destination		Registration nr.
Other means of transportation – please state which					
Overnight stay					
Other expenses – please state which					
Free meals during your travel/stay – please state how many	Breakfast	Lunch	Dinner		

Signature

Comments
