

<b>MGMT – Travel application</b>			
To be filled in by the applicant (only one person per form). Please print the finalized form and follow instructions A or B			
MGMT EAN-no: 5798000424944			
Name		Section/centre	
Project name (if externally funded project)			
<b>AU ID</b> (only PhD Students)	Place (Sted): 5511	Project number**:	Activity number:
Destination (town, country)			
Name of conference			
Departure date			
Return date			
<b>Itemised budget</b>			
Travel expenses			
Hotel			
Daily allowances or food			
Conference fee			
Additional expenses			
<b>Total estimated expenses (DKK)</b>			
<b>! Always remember signature prior to any purchase !</b>			
Date:		Applicant's signature:	
<b>A</b>	<b><u>If trip is approved in section budget or PhD budget:</u></b> Obtain signature from Birgitte H or Ulla (CorpCom: Jonna. MAR: Charlotte).		
<b>B</b>	<b><u>If trip is not approved in Section or PhD budget:</u></b> Obtain a signature from Head of Section / Head of Education / Project Owner / Principal Supervisor before obtaining signature from Birgitte H or Ulla (CorpCom: Jonna, MAR: Charlotte).		
<b>A</b>	Date:	Birgitte H's or Ulla's (CorpCom: Jonna's, MAR: Charlotte's) signature:	
<b>B</b>	Date:	Head of Section's / Head of Education's / Project Owner's / Principal supervisor's signature:	
Comments:			
<b>B</b>	Date:	Head of Department's signature:	

\*\* Department project number is: 10569