

MGMT – Expense form

Must be filled in and approved prior to any purchase

Please send the filled in form to expensetravel@mgmt.au.dk prior to your purchase or Charlotte for MAR related expenses

The purchase is not approved until the form is filled in correctly AND you have obtained a signature

Name of applicant and section name:	*		
AU ID - mandatory for all PhD Students			
Place (Sted): 5511		Sag (project number)	Mark with X
Budget and project number <i>Please mark with an X next to the budget you expect to cover the expense</i> <i>Department / section project number: 10569</i>	*Department	10569	
	* Section budget	10569	
	* PhD budget	10569	
	* External project (please write number)		
Department EAN number: 5798000424944			
Sagsopgave (activity number): <i>Will be filled in by secretary</i>			
Item to be purchased: <i>If books – please write title(s). If the book is for teaching, please check with your course responsible first.</i> <i>If purchased food/drink, please <u>always</u> write occasion, names and institutions/workplace of the participants</i>	*		
Name of supplier:	*		
Price (approximately):	*		
Additional explanation:			
Date: (if event please write the date of event)	*		
Recommended by Head of Section, project owner or Head of Education <i>Mandatory if the purchase is <u>not</u> already approved in budgets. <u>Please note: A recommendation is not an approval.</u></i>	*		
Approved by Birgitte H, Ulla or Jonna. (MAR: Charlotte) <i>If your purchase is not pre-approved in budgets, you need a recommendation signature in the field above before obtaining approval</i>	AU ID: Date:	*Signature:	
All fields marked with * MUST be filled in. It is the responsibility of the buyer:			
<ul style="list-style-type: none"> that all purchases are made according to AU's purchase rules. ALWAYS ASK IF IN DOUBT! to consider which budget and account should pay the expense <u>before</u> handing it in. Ask Ulla, Birgitte, Jonna or Charlotte for help in order to get the correct account number. 			