

MGMT – Travel application

To be filled in by the applicant (only one person per form).

If trip is approved in section budget or PhD budget please send to expensetravel@mgmt.au.dk for signature (MAR related must be handed in to Charlotte)

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

MGMT EAN-no: 5798000424944

Name		Section/centre	
Project name (if externally funded project)			
AU ID (only PhD Students):	Place (Sted): 5511	Sag (project number)**:	Sagsopgave (activity number):
Destination (town, country)			
Name of conference			
Departure date			
Return date			
Itemised budget			
Travel expenses			
Hotel			
Daily allowances or food			
Conference fee			
Additional expenses			
Total estimated expenses (DKK)			
A	If trip is approved in section budget or PhD budget: Send to expensetravel@mgmt.au.dk for signature or (MAR: Charlotte).		
B	If trip is not approved in section or PhD budget: Obtain a signature from Head of Section / Head of Education / Project owner / Principal Supervisor before obtaining signature from either expensetravel@mgmt.au.dk or (MAR: Charlotte).		
A	Date:	AU ID:	Birgitte H's, Ulla's or Jonna's, (MAR: Charlotte's) signature:
B	Date:	Head of Section's / Head of Education's / Project owner's / Principal supervisor's signature:	
Comments:			
B	Date:	Head of Department's signature:	

** Department sag (project number) is: 10569