

## 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](mailto:expensetravel@mgmt.au.dk) for signature

**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			
<b>Itemised budget</b>			
Travel expenses			
Hotel			
Daily allowances or food			
Conference fee			
Additional expenses			
Total estimated expenses (DKK)			
<b>A</b>	<b>If trip is approved in section budget or PhD budget:</b> Send to <a href="mailto:expensetravel@mgmt.au.dk">expensetravel@mgmt.au.dk</a> for signature		
<b>B</b>	<b>If trip is not approved in section or PhD budget:</b> Obtain a signature from Head of Section / Head of Education / Project owner / Principal Supervisor before obtaining signature from <a href="mailto:expensetravel@mgmt.au.dk">expensetravel@mgmt.au.dk</a>		
<b>A</b>	Date:	AU ID:	Solvejg's or Lone M'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 sag (project number) is: 10569