

MGMT CONFERENCE SHEET

Name:		Section:
Name of conference / event:		Date:
Venue:		Estimated number of participants:
Webshop? (Yes / No)		Approved budget attached? (Yes / No)
Approved deficit guarantee? (documentation attached)		Approved split of surplus? (documentation attached)
Place: 5511	Project number:	Activity number:
Approved by (Head of Section or Head of Department):		
Approved by administrator (Ulla, Jonna or Birgitte H):		
Short description of the event:		
Estimated need for support:		

When organising a conference or an event, please remember ALWAYS to submit Expense Forms before any purchase.

Please hand in this form to Ulla, Jonna or Birgitte H. in order to ensure the correct administrative set-up from the beginning.