|  |  |
| --- | --- |
|  | **TRAVEL ADVANCE**    Date  **Tickets, receipts and other original verifications must be appended to the travel claim.** |

**To be filled in by the traveller**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Civic registration number | |
| Address | | Post code, City | |
| Phone | | E-mail | |
| Department/equiv. (to be debited) | | Employed as | |
|  | |  | |
| Date of departure | Estimated date of return | Estimated total cost | Requested advance SEK |
| Aim of the travel | | Location/s of the business travel | |
| Travel ordered by | | Advance notification of business travel appended | |
| Signature of traveller | | Date, City | |

I, the undersigned, hereby pledge to account for the travel advance according to Uppsala University regulations as soon as possible following the completion of the business travel. If not, the advance may be settled against my salary or other compensation within two months of the completion of the business trip according to the Villkorsavtal/Villkorsavtal T.

**Contact at the department/equiv.**

|  |
| --- |
| Name |

**Attest by head of department/equiv.**

|  |  |  |
| --- | --- | --- |
| Signature | Date, City | |
| Name in block letters | |
| HR division notes | | |
| Account (kf 1)  15700 | Org. unit (kf2) | Sum SEK |