



Travel Allowance Claim Form

Deadline to turn in the form is 2 weeks after the event.

Please note that we only reimburse public transportations to and from the event.

Remember to sign the Travel Allowance Claim Form and attach your tickets!

Name:	
E-mail:	
IBAN:	
SWIFT:	

Expenses:

Date	Event / Reason of claim	Nature of expense (ex. train from Turku to Helsinki)	Amount	Currency	Amount €

TOTAL:

Signature: _____

Date: ____/____/____

Approved by

Signature: _____

Name: _____

Date: ____/____/____