**Aarhus University** **Department of Political Science**

**The travel expense report is completed for per diem or mileage**

|  |  |
| --- | --- |
| *Name:* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Destination:* | Location: |  | Departure | Date: | Time: |
|  | Country: |  | Return | Date: | Time: |

|  |  |
| --- | --- |
| *Description of activity:* |  |

|  |  |
| --- | --- |
| *Number of meals paid for:* | |
| Breakfast: |  |
| Lunch: |  |
| Dinner: |  |

|  |  |
| --- | --- |
| *Travelled in own car:* | |
| From: |  |
| To: |  |

|  |  |
| --- | --- |
| Car’s registration no.: |  |

|  |  |
| --- | --- |
| *Funding:* |  |
| From the department: |  |
| From the project: |  |

***Please submit the form along with any receipts. During peak periods, the turnaround time will be longer.***