Specification of travelling expenses

Arrival day of specification	Date	Payee no.

Name	Occupation/Post
Address in home country	
For payments abroad, please include the following information about your bank:	
Name of the bank	
Number or address of the bank office	
Your account number	
IBAN account number	
SWIFT / BIC CODE	

Purpose of travel: ERASMUS SEMINARY IN ROM ME DISPE III

Day	Month	Travel time		Description of travel. Localities for departure and arrival and means of transport.	Euro € or other currency
		started at	ended at		

TOTAL	

Place and date

Signature

PLEASE ENCLOSE ALL THE ORIGINAL RECEIPTS AND BORDING CARD

OBS! SWIFT AND IBAN ACCOUNT NUMBERS ARE NECESSARY

(YOU GET THEM FROM YOUR BANKS)