EISCAT

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Travel Claim

Attach the approved Travel Request to this claim. Only one trip per travel claim.
Fill in your travel details and expenses, and remember to attach your receipts.

- [ ] Headquarters
- [ ] Longyearbyen
- [ ] Tromsø

Name: Name Surname

Purpose: Conferens name, meeting purpose etc.

Location: Town, Country

Travel details

Date:	Start time:	End time:	Actions:
2025-10-01	09:00		Start of travel ex. Travel Kiruna-Arlanda
2025-10-02			Activities ex. meeting, visit etc.
2025-10-03		18:00	Return travel ex. Travel Arlanda-Kiruna

Accomodation, airfare and additional travel cost

Date:	Add your travel expenses paid by you: hotel, airfare, taxi, petrol etc. Attach your receipts and number them accordingly.	Receipt: (attachment)	Expenses: (local currency)	Expenses: (SEK)
2025-10-01	Ex. airfare	1		
2025-10-01	Ex. hotel	2		
	Advanced payment:		Sum deducted:	

Fill in your expenses.
If paid in local currency also add cost in SEK and attach you bank statement, to recceive correct reimbursement. Otherwise, the administration will reimburse you according to the payment date exchange rate.

If you received advanced payment for your trip. Remember to attach your document and number it accordingly. Fill in the sum, it will automatically deduct from your expeses.

Total SEK = 0,00

Signed: _____

Date: _____