

**SUOMEN KIRJASTOSEURA/
FINNISH LIBRARY ASSOCIATION**

Runeberginkatu 15 A 6
00100 HELSINKI
TEL. +358 44 522 2941
www.suomenkirjastoseura.fi

TRAVELLING EXPENSES 2017

This form must be returned immediately after the trip
to: riikka.rajala@fla.fi or to the address mentioned
below.

REMITTEE NAME				
Address				
Date of birth or social security nr				
Bank account (IBAN and SWIFT)				
The purpose of visit or meeting				
Day of departure	Time of departure	Place from - to	Day of return	Time of departure
Daily Allowance	Legal Day= 24 h	á Euro	Payable	
Full-Time Allowance 10 h or more		41 €		
Part-Time Allowance 6 h or more		19 €		
Daily Allowance outside Finland more than 24 hrs				
Daily Allowance outside Finland 35% 24 hrs/ +2 hrs				
Daily Allowance outside Finland 35% 24 hrs/ +10 hrs				
Other reimbursements				
MILEAGE COMPENSATION	km	á 41 cnt	only use your own car if agreed in advance	
passenger/s á 3 cnt /km/person	passenger / s name /s			
Travelling expenses	Tickets to be enclosed	Expense voucher		
Train / Bus		<input type="checkbox"/>		
Airplane / Boat		<input type="checkbox"/>		
Taxi cap		<input type="checkbox"/>		
Accommodation expenses		<input type="checkbox"/>		
Other expenses		<input type="checkbox"/>		
TOTAL				
In advance				
PAYMENT				
Date . . .2017				
Signature				