

**SUOMEN KIRJASTOSEURA/  
FINNISH LIBRARY ASSOCIATION**

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

**TRAVELLING EXPENSES 2019**

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

<b>REMITTEE NAME</b>				
Address				
Date of birth or social security nr				
Bank account (IBAN and SWIFT)				
<b>The purpose of visit or meeting</b>				
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		<b>42 €</b>		
Part-Time Allowance 6 h or more		<b>19 €</b>		
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 <b>43 cnt</b>	only use your own car if agreed in advance	
passenger/s á <b>3 cnt /km/person</b>	passenger / s name /s			
<b>Travelling expenses</b>	<b>Tickets to be enclosed</b>	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"/>		
<b>TOTAL</b>				
In advance				
<b>PAYMENT</b>				
Date . . .2019				
Signature				