

Travel	
SAC-Staff (incl. students)	

Basic Information	
Name	
SAC Node	

Travel Information	
Date of Departure	
Date of Return	
Purpose of Travel (please use more lines, if needed)	

Budget Information (in DKK)	
Travel(s)	
Hotel/Guest house	
Per Diem	
Conference Fee	
Car Hire	
Private Car	
Other Costs (e.g. excursions)	
Cost Reduction*	
Total Costs (in DKK)	

External Funding	
External funding (incl. possible funding), if any (in DKK)	

*It is **important** that you remember to put in the cost reduction under the budget information (reduction for meals covered by e.g. the conference fee).