

Travel expense report

POLITECNICO DI MILANO

Date



Area/Department/Organisation.....

Following the APPOINTMENT and AUTHORISATION to TRAVEL dated..... No.....

Reason for travel:.....

The undersigned..... employee no.....
(Politecnico di Milano employees only)

SUBMITS the following documents for payment:

- travel expenses totalling €.....
- accommodation costs totalling €.....
- meal costs totalling €.....
- other expenses (taxi, motorway tools, consular visas, etc.) totalling €.....

T O T A L

€.....

€.....
€.....
€.....
€.....
€.....
€.....
€.....
this section reserved for office use

The undersigned DECLARES:

- that travel to took place starting on: at (time): and ended on: at (time):
- that he/she received an advance of €..... with Order no..... es (financial year).....

For other public sector employees and other categories:

PAYMENT METHOD:

- deposit to bank account

Bank..... Branch.....

European banking information (IBAN) – PLEASE FILL IN ALL SECTIONS

	COD	CIN	ABI (bank code)	CAB (branch)	Current Account Number (fill in all 12 squares)
IT					

Bic/Swift Code (for international payments)

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- other forms of payment (specify):.....

The undersigned declares that he/she is aware of the civil and penal consequences of untruthful declarations.

APPROVAL for authorisation of payment of the expenses listed above to be charged to the following fund:

.....Heading.....Project.....

Person appointed to travel

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