



**INVOICE FOR TRAVEL EXPENSES**

**FINNISH NATIONAL AGENCY FOR EDUCATION**

Forename <b>Type your first name here</b>		Surname of invoicing party <b>Type your last name here</b>		Email <b>Type your email address here</b>	
Address <b>Type your Finnish address here. If you don't have a Finnish social security number, type in your address in your home country.</b>					
Bank details IBAN: <b>Type IBAN code here. If you don't have an IBAN and BIC code, type in the name and address of your bank + your account number in that bank</b>				BIC: <b>Type BIC code here</b>	
Purpose of travel <b>Erasmus in Schools, school visit</b>				Finnish social security number / Date of birth ddmmyy-xxxx / <b>If you don't have a Finnish social security number, fill in your date of birth</b>	
Mode(s) of transport <b>Train, bus or something else</b>					
20 <b>18</b>		Journey		Stages of journey in chronological order	
month	day	Time of departure am/pm	Time at which the journey came to an end am/pm	Place of departure and destination	Compensation €
mm	dd	time	time	<b>For example Helsinki to Tampere</b>	<b>xx, xx euros</b>
mm	dd	time	time	<b>For example Tampere to Helsinki</b>	<b>xx, xx euros</b>
<b>Other expenses related to the journey IGNORE THIS SECTION!</b>					Compensation €
		amount	unit price		
Accommodation expenses		_____	_____		
Full per diem		_____	_____		
Partial per diem		_____	_____		
50 % per diem		_____	_____		
Meal money		_____	_____		
Kilometre allowance		_____	_____		
The distance between the point of departure and the destination is over 15 km. <b>TICK THIS BOX →</b>				<input checked="" type="checkbox"/>	
The invoicing party has used their own car for the invoiced journey, but has invoiced according to the public transport rates. <b>IGNORE THIS!</b>				<input type="checkbox"/>	
<b>Reimbursed meals: IGNORE THIS!</b>					
1 <sup>st</sup> day of travel		no meals <input type="checkbox"/>	1 meal <input type="checkbox"/>	2 meals <input type="checkbox"/>	
2 <sup>nd</sup> day of travel		no meals <input type="checkbox"/>	1 meal <input type="checkbox"/>	2 meals <input type="checkbox"/>	
<b>Date and signature: FILL IN THE DATE, PRINT THE FORM AND SIGN IT USING A BLUE PEN</b>					<b>Total €</b> <b>xx,xx</b>

**APPENDICES:**

<input type="checkbox"/>	Conference invite, agenda, minutes, etc. <b>IGNORE THIS!</b>
<input checked="" type="checkbox"/>	Original receipts for travel expenses (always required) _____ <b>number of appendices</b> _____ appendices
<input type="checkbox"/>	Reasons for not selecting the least expensive means of transportation (or separate appendix): <b>Tick this box and give an explanation if you did not choose the least expensive option. NB! Travels are reimbursed according to STUDENT TICKET RATES</b>

The information on this form will be used in paying travel expenses and/or remuneration. In addition, information is saved in the systems that the Finnish National Agency for Education needs in making payments. Our information systems and the services we provide have been designed and executed taking both privacy protection and information security into account. The personnel's access rights have been defined according to their work duties. The personnel has been trained to not disclose any secret and other confidential information they receive when performing their work duties and is committed to acting accordingly.

**TRAVEL INVOICE TO BE SENT TO: Opetushallitus / Erasmus in Schools, Tunnus 5021492, 00003 VASTAUSLÄHETYS**

**Finnish National Agency for Education: IGNORE THIS SECTION!**

<b>Talousarviokirjanpidon tili</b>	
<b>Toimintayksikkö</b>	
<b>Projekti</b>	
<b>Toiminto</b>	
<b>Suorite</b>	
<b>Seurantakohde 1</b>	
<b>Seurantakohde 2</b>	

Arvonlisäverokirjaus (lisää seurantakohteet mikäli tarpeen)

<b>Talousarviokirjanpidon tili</b>	290129
<b>Toimintayksikkö</b>	
<b>Projekti</b>	
<b>Toiminto</b>	
<b>Suorite</b>	
<b>Seurantakohde 1</b>	
<b>Seurantakohde 2</b>	