

Invoice for Travel Expenses for persons not employed by the University of Turku

Note. The form "Henkilötietolomake SAP Travel" must be filled before filling in this form.

Background information

Last name: _____ First names (s): _____

Home address: _____ Postcode, city (and country): _____

Finnish Social Security Number / Date of birth: _____

Unit or department and subject at UTU: _____

Cost allocation (choose one):

Cost centre	Internal order
Project number	

Full bank details incl. the name of bank and address, IBAN bank account and SWIFT code

My status is comparable to that of UTU personnel (please tick none):

- I am a member of UTU University Board, Collegium or Faculty Council
- My teaching at UTU consists of a one-off session only (see instructions for a definition)
- Neither of the above; I charge my travel expenses as a person external to UTU

Travellers external to the Univeristy, without a status comparable to that of UTU personnel:

I confirm that UTU does not pay me any remuneration/compensation for the work I (have) complete(d) or any scholarship/grant .

If, in addition to a person's travel expenses, UTU also pays them a scholarship/grant or alternatively any remuneration/compensation for work completed, then the reimbursement of travel expenses will be taxable and the expenses will be processed in the Mepco system operated by HR.

Purpose of journey (a short description; please include relevant attachments e.g. programme of event)

Timing of journey (date + time)

Starting location:	date	time
Arrival at destination:	date	time
If several destinations, please attach a schedule.		
Start of return journey:	date	time
Arrival at home:	date	time

Costs of journey

1. Expenses for use of car (please see instructions at the end of the form)

km at	/km	
km at	/km	
km at	/km	1. Total

2. Tickets (receipts attached)

train		
bus		
flight tickets		
other:	total.	
hotel		2. Total

3. Participation fees (receipts and enrolmen form / programme attached)

3.Total

4. Other expenses for which compensation is sought (details attached)

4. Total

TOTAL EXPENSES

Additional information, e.g. details regarding use of car or taxi (mandatory when seeking reimbursement of car/taxi expenses):

I assure that all the information on this form is correct by ticking this box.

Date

Phone number and email of traveller:

Instructions for filling in the form

Definition of a one-off teaching session: One-off lecturing/tutoring that lasts for a maximum of one week can be paid as a one-off reimbursement. The number of hours taught during this stretch of time, for which the maximum length of time is one week, can be 20 hours at most.

When seeking reimbursement for use of taxi or a car, details need to be given for why public transport was not used. The reimbursement levels are defined by the Finnish Tax Office. This type of reimbursement will be notified to the Finnish Tax Office even when the actual reimbursement is paid tax-free. Current reimbursement levels for the use of a car are 0.44 Euros/km (for members of UTU University Board, Collegium or Faculty Council, and teachers of one-off sessions) and 0.25 Euros (for other travellers external to the University, who are seeking reimbursement for travel expenses against receipts).

If the application contains any taxable reimbursements of expenses, the traveller will be asked to contact the UTU HR Services. Any taxable reimbursements will be reported to the Finnish Tax Office.

You must attach receipts for all the expenses for which you are seeking reimbursement.

N.B. Please attach the receipts, programme of the event and other relevant documents as PDF attachments and send them together with this form to the address matkapalvelut@utu.fi. You can also send the form, together with the attachments, to: Travel Services, Kasarmi 10, or send the form by post to: University of Turku, Travel Services, FI-20014 University of Turku, Finland.

Personal information on the form is collected and saved in the Personnel Registers of the University of Turku in order that the travel expense claim can be processed and paid. For more information, please see: www.utu.fi/en/privacy/notice