



<b>BTECH travel application form</b>	
To be filled in by the applicant (only one person per form). Please email the completed form to Charlotte Bergdahl ( <a href="mailto:charlotte@btech.au.dk">charlotte@btech.au.dk</a> ); she will obtain signatures from either the Deputy Head of Department or Head of Department.	
Name	
Research group, centre or study programme	
Project name and number (90200 if not externally funded)	
Destination (city, country)	
Name of university, conference, etc.	
Departure date	
Return date	
<b>Itemised budget</b>	
Travel expenses	
Hotel	
Daily subsistence allowance	
Conference fee	
Additional expenses	
<b>Total estimated expenses (DKK)</b>	
<b>Always fill in the fields below (remember signatures)</b>	
<b>Purpose of travel (mark with an X)</b>	
<input type="checkbox"/>	Presentation of paper
<input type="checkbox"/>	Other purpose of travel (please state):
<input type="checkbox"/>	PhD course (always signed by supervisor):
<b>Information about paper</b>	
Has the paper been presented at a conference before?	
If YES, by whom and where?	
<b>I enclose the following documentation (mark with an X)</b>	
<input type="checkbox"/>	Conference programme/invitation or information material about the conference
<input type="checkbox"/>	Acceptance of the paper to be presented
<input type="checkbox"/>	Documentation of other activities
Date:	Signature of applicant:
The form will be returned to you when the Deputy Head of Department or Head of Department has evaluated your application.	
Date:	Signature of Deputy Head of Department or Head of Department: