

BTECH travel application form	
To be filled in by the applicant (only one person per form). Please email the completed form to Janni Ørskov Salomonsen (janni@btech.au.dk); she will obtain signatures from either the Deputy Head of Department or the 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	
Itemised budget	
Travel expenses	
Hotel	
Daily subsistence allowance	
Conference fee	
Additional expenses	
Total estimated expenses (DKK)	
Always fill in the fields below (remember signatures)	
Purpose of travel (mark with an X)	
<input type="checkbox"/> Presentation of paper	
<input type="checkbox"/> Other purpose of travel (please state):	
Information about the paper	
Has the paper been presented at a conference before?	Yes No
If YES, by whom and where?	
I enclose the following documentation (mark with an X)	
<input type="checkbox"/> Conference programme/invitation or information material	
<input type="checkbox"/> Acceptance of the paper to be presented	
<input type="checkbox"/> Documentation of other activities	
Date:	Signature of the applicant:
Date:	Signature of the head of section or centre director (if postdoc or research assistant):
The form will be returned to you when the Deputy Head of Department or Head of Department has evaluated your application.	
Date:	Signature of the Deputy Head of Department or the Head of Department: