

Business trip application
(including advance payment)

Universiteit Leiden
Bestuursbureau / Bedrijfsvoering
Financial Shared Service Centre
Rapenburg 70, 2311 EZ Leiden



Personal particulars

Name
Address
Postal code / ZIP code
City
State
Country
Date of birth
BSN(Sofi)nummer
Employee Leiden University
Faculty / department

Bank particulars

Name
Address
Postal code / ZIP code
City / State
Country
Accountnumber
IBAN number
(mandatory for European countries)
In the name of
(Only when different from personal particulars)
Bankcode
For example swiftcode, sortcode, RIB)

Travel details

Destination city
Destination country
Departure date
Return date
No. of days
Purpose of the trip

Expected expenses

Journey
Accommodation
Registration fee
Miscellaneous
Total

Name organization
Name event

	Date	SAP no.	Ledger account no.	Amount
Promised compensation department				
Own contribution / third party contribution				
Desired advance payment				

Signature applicant

Date

Signature (manager) budget holder

Date

Signature director

Date

(only applicable for business trips longer than four weeks)

Signature (manager) budget holder

Cost settlement

Date

Compensation department
Advance payment
Actual costs
Own / third party contribution
On balance

When traveling abroad for more than four weeks, submit this form at least one month before departure at the FSSC.
When traveling abroad for less than four weeks, or traveling within the Netherlands, submit this form at least two weeks before departure at the FSSC.

When the applicant is budget holder, the manager of the budget holder is obliged to sign the form.
Use the FSSC mailbox at your Financial department cq account manager.

FSSC, Rapenburg 70, 2311 EZ Leiden, phone 5555, fax 3185