FINNISH SOCIETY FOR RHEUMATOLOGY

SPECIFICATION OF TRAVELLING EXPENSES

Name			Date of birth			
Occupation/post		Citizenship				
Email address			Telephone/work	(Telephone/home	
Account holder						
IBAN-account			SWIFT / BIC			
Home address						
Purpose of the trip and date						
Specify the different stages of the trip in chronological order: *Point of departure and arrival and vehicle used. If you are applying kilometer allowance, state the kilometres and allowance per kilometer (0.57/km (2024)). Original receipts (hotel, parking etc) needed as attachements.						
Date Started at - Stages				No. of	Daily	Total
	Ended at	J		travelling	allowance	
				days	per day	
ı						
TOTAL PAYMI	ENT EUR					
			T			
Place and date			Signature			
			Approved by			

Kindly sign and return as a PDF file to: rahastonhoitaja@reumatologinenyhdistys.fi

GUIDELINES FOR REINBURSEMENT OF TRAVEL EXPENSES

Travel expenses are declared on the travel expense form. As a general rule, travel by the most economical means of transport (public transport) will be reimbursed on presentation of receipts. If timetables make it particularly difficult to use public transport, you may use your own car. In this case, you will be reimbursed at the standard mileage rate set annually by the tax authorities. Parking fees for the use of your own car will be reimbursed on presentation of a receipt. If you are travelling to meetings by air (for scheduling reasons), it is advisable to book in advance in order to obtain the cheapest possible flights. For scheduling reasons, taxis can be used for transfers, for example from the airport to the meeting venue.