

**Business trip application
(including advance payment)**

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



Personal particulars		Bank particulars	
Name		Name	
Address		Address	
Postal code / ZIP code		Postal code / ZIP code	
City		City / State	
State		Country	
Country		Accountnumber	
Date of birth		IBAN number	
BSN(Sofi)nummer		(mandatory for European countries)	
Employee Leiden University		In the name of	
Faculty / department		(Only when different from personal particulars)	
		Bankcode	
		For example swiftcode, sortcode, RIB)	

Travel details		Expected expenses	
Destination city		Journey	
Destination country		Accommodation	
Departure date		Registration fee	
Return date		Miscellaneous	
No. of days		Total	
Purpose of the trip			
Name organization			
Name event			

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

Signature applicant	Signature (manager) budget holder
Date	Date
Signature director	
Date	(only applicable for business trips longer than four weeks)

Signature (manager) budget holder	Cost settlement	
	Compensation department	
	Advance payment	
	Actual costs	
	Own / third party contribution	
Date	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