

Travel requisition

For all journeys NOT booked via Carlson Wagonlit Travel (CWT) in RejsUd

The use of this travel requisition is mandatory for all journeys financed by the Danish Foreign Service unless the journey was booked via Carlson Wagonlit and approved electronically in RejsUd, the Travel and Expense management system .

The endorsement by the Head of Unit (or a Foreign Service official authorized to sign on behalf of the Head of Unit) on this travel requisition is mandatory prior to the official journey.

This form (endorsed by Head of Unit) must be scanned and attached to your Travel Expense Settlement in RejsUd.

Name, position: Jesper Schou-Knudsen	Destination: Hamburg, Kiel
Unit/Mission: Ambassaden Berlin	Purpose of trip (<i>must be self explanatory</i>): <ul style="list-style-type: none">• Møde Jan Dürbeck, Carlsberg, Hamburg• Deltage med FAP i Sitzung des Europaausschusses i Kiel• Frokost med FAP og med Christian Longardt, Chefredakteur Kieler Nachrichten, Kiel
Date of departure: 13.08.2019 Date of return: 14.08.2019	Means of transportation (Air plane, train, own car, etc.): Billeje: pris cirka EUR 100 fra 13.8 14.8. Togpris udgør cirka EUR 160
Fellow travelers from the Mission/Unit: Friis Arne Petersen (møderne i Kiel)	Hotel: 1 x overnatning cirka DKK 800
Advance payment (<i>optional</i>): 1) Accommodation: 2) Allowance:	Ticket price: Passenger class: Economy: Economy: X
Accounting details: Budget ID: 11 Sub company code: 1 G/L Account no.: 221011 Unit ID: 53051 Job ID: 1 Local Activity (optional):	Fill on this field only if journey is booked via CWT for an external traveler, for whom the MFA will pay the ticket, the relevant EAN no. and full name of contact person MUST be stated below: EAN: MFA contact person's email address:
Comments, if any: Pga mødetidspunkt i Kiel kl. 10.00 den 14.8. gennemføres overnatning i Kiel fra 13.-14.8. Afrejse Berlin – Hamburg den 13.8. (møde med Carlsberg) derefter vidererejse til Kiel samme aften.	

Approved by (signature and stamp):

Name, position:

Date: 12.08.19

14. august 2019

onsdag

august 2019

ma	ti	on	to	fr	lø	sø
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

september 2019

ma	ti	on	to	fr	lø	sø
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

ONSDAG		Daily Task List
	14	Arrange by: Due Date
07		
08		
09		
10	<p>Deltage i Sitzung des Europaausschusses - SH Kiel</p>	
11	<p>FAP deltage i Sitzung des Europaausschusses + JSK (FAP kan forlade mødet efter 1. dagsordenspunkt Jubilæet ca. 11.30) (Tovholder JSK) Landeshaus/Landtag, Sitzungszimmer 142, Düstenbrookerweg 70, 24105 Kiel Friis Arne Petersen</p>	
12	<p>Mittagessen mit Christian Longardt, Chefredakteur Kieler Nachrichten + JSK (FAP vært) Restaurant im Hotel Kieler Yacht Club, Kiellinie 70, 24105 Kiel Friis Arne Petersen</p>	
13		
14		
15		
16		
17		
18		
		Notes