*Please forward the completed form to your immediate manager for approval before the guest visit.*

|  |
| --- |
| Name of the guest:   |
| Travelling from country (please state):   |
| Travelling from city (please state):  |
| Name of event:  |
| Purpose of the visit (event and the guest’s role/performance):   |
| Time (indicate start and end time) for guest visits:  |

|  |  |
| --- | --- |
| **Travel expenses** | **Amount** |
| Transport – plane |  |
| Transport – train |  |
| Driving in own car (please state approx. milage/km) |  |
| **Hotel** |  |
| Estimated amount |  |
| **Fee** |  |
| Contact hours (teaching hours spent) or fee for guests with foreign residence |  |
| Appreciation (unpaid acknowledgement) – Wine max DKK 225 or 1-2 ‘Tænkepauser’ |  |
| **Other** |  |
| Other expenses e.g., taxi or meals |  |
| **Total – amount applied for** |  |

## Travel expenses

* Visitors from outside Denmark must make their own travel arrangements.
* Flights must be booked directly with an airline – not via a travel agency.
* AU only covers standard/economy class tickets and never travel insurance.
* As a rule, public transport must always be used. Taxis should only be used in connection with transport over shorter distances, and where public transport is particularly stressful, e.g. if a trip starts very early, ends very late or the duration is extended significantly.

## Hotel

If you use [our forms for visiting guests](https://cc.medarbejdere.au.dk/en/employee-relations/external-visitors-visits-and-remuneration/guidelines-when-external-visitors-are-not-residents-of-denmarkr) and specify dates for the stay, the secretariat will book a hotel for the guest and inform the guest accordingly.

[See rates for hotel allowance (p. 15) – DK only](https://cirkulaere.medst.dk/media/1318/003-23.pdf)

## Refreshments by all-day events

At all-day events, meals and small necessities are catered to the guest.