## Personal Information

|  |  |
| --- | --- |
| **Surname (passport) Mr/ Ms** |  |
| **First name (passport)** |  |
| **Middel name (passport)** |  |
| **Date of birth** |  |
| **E-mail address** |  |
| **Cell phone Number (Mobiltelefon)** |  |

## Travel Information

|  |  |
| --- | --- |
| **From airport/city** |  |
| **To airport/city** |  |
| **Date and time of outbound travel** |  |
| **Date and time for return travel** |  |
| **Hotel name** |  |
| **Single or double room** |  |
| **Special request to the hotel** |  |

## Billing Information

|  |  |
| --- | --- |
| **Copy of itinerary to** |  |
| **Subproject number (delprosjekt)** |  |
| **Cost Center number (koststed)** |  |