## 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)** |       |