



LUND UNIVERSITY
Center for Middle Eastern Studies

Travel Request Form

The form should be submitted **at least** six weeks before planned departure.

Travel details

Name of staff traveling:

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Destination:

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Dates of travel:

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Purpose (main purpose of travelling, expected output and outcome):

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Budget

Please specify estimated costs for each item

Transportation:

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Hotel:

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Per diem (only for CMES staff):

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Conference / Entrance fee:

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Other costs:

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Total budget:

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Accounting details

Project:

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Activity number:

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Date and signature of applicant:

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Date and signature Director OR Co-director

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Please keep the signed form and return it to the Financial Officer with your travel reimbursement (PrimulaRes) forms upon return from your travel.