

## Travel Approval, and Insurance Coverage

**ALL travels abroad (and travels within Denmark if they exceed DKK 1,000)  
MUST be approved before you book your ticket**

Name:	
CPR number:	
Purpose of visit/trip:	
Destination:	
Period of visit:	
Cost of visit/trip (approx.)	
Source of financing:	Department <input type="checkbox"/> Grant <input type="checkbox"/>
Date:	
Authorised by:	
_____	_____
Name	Signature
<p>If the trip/stay is financed by an external grant, the grant holder must sign this form.          If the trip/stay is financed by the Department, the Head of Department or Annette Møller must sign this form.</p>	
Project number: _____ Activity number: _____	
(If you do not know the project and activity number, please contact the grant holder or the Department Administration)	
<p><b>Insurance Card</b></p> <p>It is very important that you acquire an AU insurance card before travelling abroad.          If you do not have an AU insurance card, please contact Anne-Dorthe Villumsen (<a href="mailto:adv@math.au.dk">adv@math.au.dk</a>)  <a href="http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/travel-insurance/">Further information about AU insurance.</a> (<a href="http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/travel-insurance/">http://medarbejdere.au.dk/en/administration/finance/travel-booking-and-expense-reimbursement/travel-insurance/</a>)</p> <p><b>Note:</b> Insurance cards are only valid with the CVR number: 31 11 91 03 and the cardholder's signature.          The insurance card does <b>NOT</b> cover private trips or family members.</p>	

**Please hand in the completed and signed *Travel Approval and Insurance Coverage* form to the Department Administration (Annette Møller) before you book your ticket.**

**NB - If a secretary handles your travel reimbursement statement, please also give her a copy of the completed form.**