

## 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:	
AU-ID:	
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
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.	
Project number: _____ Activity number: _____	
(If you do not know the project and activity number, please contact the grant holder or the Department Administration)	
<b>Travel Insurance at AU</b> Employees at Aarhus University and persons travelling for AU funds or funds managed by AU are covered by the travel insurance of AU. It is not a requirement to carry a physical travel insurance card during a trip abroad. See further information about travel insurance at AU:  More about AU travel insurance and contact information  <b>The insurance does not cover family members, or during holiday periods.</b>	

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