

Approval of invoice as method of payment for business travels

(Must be completed electronically, signed and enclosed with application in online form)

I hereby confirm that _____ with employee number _____
Employee name Employee number

is approved for registration with an invoice profile in the Egencia system. Billing expenses must be charged

to _____ , _____
Name of paying institute/department Cost centre/"Stedkode» (ask local economy consultant)

Place, date

Signature

(Leader with budget allocation authority (BDM))

Name in capital letters

