

BUSINESS TRIP

Surname, name, title		Personal number	
.....		
Unit		Unit number	
A request for a business trip			
from..... until inclusive, i.e. working days			
The place of sojourn on the business trip			
.....		
Date		The employee's signature	
	Date	Unit head	Unit employee
Approved by			
The actual beginning of the business trip			
Return to work after the business trip			
Write your comments on wage claims, unreturned tools, the work equipment necessary etc. on the other side.			

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