BUSINESS TRIP

Surname, name, title		Personal number		
Unit		Unit number		
A request for a business tri	p			
from	until	inclusive, i.e working days		
The place of sojourn on the	e 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.				

BUSINESS TRIP

Surname, name, title		Personal number		
Unit	nit Unit number			
A request for a business trip				
from	until	inclusive, i.e		
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 w	age claims, unreturned tools,	the work equipment necessary et	cc. on the other side.	

RUSINESS TRIP

	<u>D</u> (JOINE 33 INIP		
Surname, name, title		Personal number		
Unit Unit umber				
A request for a business tri	р			
from	until inclusive, i.e working days			
The place of sojourn on the	e 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 v	vage claims, unreturned tools,	the work equipment necessary etc. o	n the other side.	

BUSINESS TRIP

Surname, name, title		Personal number	
	Unit number		
fromuntil		working days	
usiness trip			
		The employee's signature	
Date	Unit head	Unit employee	
	•		
	usiness trip	Unit numb until inclusive, i.e.	