

Advance payment form

Batch number

Only one kind of advance payment on each form

Personal information			
Surname and forename		National identity no (11 digits).	Voucher number
Address			
Postal	Place	Bank account number	
Agency / Faculty / Institute			User's number

Payment refers to (specify the type of advance, fill in the blank and sign)				
<input type="checkbox"/> Travel-/relocation advance (TT-code 8020)	Purpose of journey and period of time / Moving from - to			
	Means of transport		Advance, kr	
<input type="checkbox"/> Salary during holidays (Holiday advance) after § 9, p. 4 in Common agreements (TT-code 8003)	Holidays during (period of time)			
	Salary (wage) per month and year		Possible part salary advance; kr	
<input type="checkbox"/> Extraordinary advance (TT-code 8004)	Advance for (period of time)		Kr	
	Reason			
<input type="checkbox"/> Salary/wage advance p. 5 in Common agreements	<input type="checkbox"/> Loan with <input type="checkbox"/> Rent benefit (TT-code 8025)	Advance amount		Kr
	<input type="checkbox"/> Loan without <input type="checkbox"/> Rent benefit (TT-code 8005)	Period of repayment, ev. also amount	Total months	Kr

Signature		Date	Signature
Hereby I agree that any amount of the travel advance or the other advance due may be deducted from my salary (wage) / holiday pay; and possible remainder may be deducted at the resignation / permission without payment.			

Attest		
	Date	Signature

Payment approval		
Salaries and Wages department		Asked to calculate, pay and register advance according to the given specification
Date	Authorized	Countersignature

Receipt with cash payment			
Kr		Date	Signature
Is received			

Comments			

For Salaries and Wages department			
Stamp	Date	Accounting	Signature