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| Nimi tekstaten | | | | | | | | | | | | | | | | | | | | | | Henkilötunnus | | | | | | | |
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| Lähiosoite | | | | | | | | | | | | | | | | | | | | | | Postinumero ja toimipaikka | | | | | | | |
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| Pankkitili IBAN muodossa | | | | | | | | | | Sähköpostiosoite ja matkapuhelinnumero | | | | | | | | | | | | | | | | | | | |
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| Matkan aihe ja kohdepaikkakunta | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Matkalle lähtöaika | | | | Pvm | | Klo | Matkalta paluuaika | | | | | | | | Pvm | | | | | Klo | | | |  | | |  | | |
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| **KOKONAISMATKA-AIKA YHT.**  Kokonaismatka-aika = kotoa/työstä lähdön ja paluun välinen aika | | | | | | | | | | | | | | | | | | | | | | | | vrk | | | tunnit | | min. |
| Lisätietoja | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PÄIVÄRAHAT** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | |  | | |  | | | | | | | | | | | määrä | | | á euroa | | | | Yht. | | | |
| **OSAPÄIVÄRAHA** | |  | | | Yli 6 tuntia | | | | | | | | | | |  | | | 19,00 | | | |  | | | |
|  | |  | | | Yli 6 tuntia, mutta täysihoidon takia 50 % korvaus (1 ateria) | | | | | | | | | | |  | | | 9,50 | | | |  | | | |
|  | |  | | | Yli 2 tuntia viimeistä täyttä matkavuorokautta (24 h) pidempi | | | | | | | | | | |  | | | 19,00 | | | |  | | | |  | | |
| **KOKOPÄIVÄRAHA** | |  | | | Yli 10 tuntia | | | | | | | | | | |  | | | 42,00 | | | |  | | | |  | | |
|  | |  | | | Yli 10 tuntia, mutta täysihoidon takia 50 % korvaus (2 ateriaa) | | | | | | | | | | |  | | | 21,00 | | | |  | | | |  | | |
|  | |  | | | Yli 6 tuntia viimeistä täyttä matkavuorokautta (24 h) pidempi | | | | | | | | | | |  | | | 42,00 | | | |  | | | |
| Päivärahat yht. | | | | | | | | | | | | | | | | | | | | | | | Päivärahat yhteensä | | | | | | |
| **KILOMETRIKORVAUS** | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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|  | Lisämatkustajien nimet | | | | | | | | | | |  | | 0,03 | | | | |  | | | |
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| **MUITA ITSE MAKSETTUJA KULUJA, TOSITTEET OHEISTETTAVA** | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| Rautatieliput (mistä-mihin) | | | | | | | | | | | | | | EUR | | | |  | | | | |
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| Linja-autoliput (mistä-mihin) | | | | | | | | | | | | | |  | | | |  | | | | |
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| Lentoliput (mistä-mihin) | | | | | | | | | | | | | |  | | | |  | | | | |
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| Itse maksetut kulut (tosite liiteenä) | | | | | | | | | | | | | |  | | | |  | | | | |
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| Taksikulut (**ajoreitti, tosite liitteenä**) | | | | | | | | | | | | | |  | | | |  | | | | | Muut kulut yht. | | | | |  | |
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| Päiväys | | | | | | | | | | | Allekirjoitus | | | | | | | | | | | | | | | | | | |
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| Kirjanpidolliset merkinnät | | | HYV. | | | | | TARK. | | | | | PVM | | | | | | | | TL | | | | TOSITE NO. | | | | |
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| TILI | | | KUST.PAIKKA | | | | | | ALATILI/PROJEKTI | | | | | | | | EUROA | | | | | | | | | MAKS. | | | |
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