

Unit of Jyväskylä University of Applied Sciences																																																
<b>Teacher Education College (TEC)</b>																																																
Last/Family Name <b>Smith</b>				First and Middle Name (please underline the one used) <b><u>John</u> Oscar</b>																																												
Date of Birth and Personal ID number or TIN number <b>121264-123X</b>			Education																																													
Street Address, Post Code, City <b>Piippukatu 11, 40100 Jyväskylä</b>																																																
Telephone <b>040-123 4567</b>			E-mail <b>firstname.lastname@email.fi</b>		Taxation Municipality <b>Jyväskylä</b>																																											
Street Address, Post Code, City in Native Land (if overseas)																																																
Bank, Account Number, Street address (if overseas)																																																
Bank SWIFT code			IBAN <b>FIXX XXXX XXXX XXXX XX</b>																																													
Job/Task/Event and Place/Country where it was made <b>Facilitating learning -course / Guidance / Name of the teacher student</b>																																																
Employer/Organiser <b>Teacher Education College / Name of the teacher in Vocational Teacher Education College</b>																																																
Nature of Payment <input type="checkbox"/> Lecture Fee, following information is needed for statistic purposes <input type="checkbox"/> Other <input type="checkbox"/> <input checked="" type="checkbox"/> Hourly-Waged Job <input type="checkbox"/> Meeting Fee																																																
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Job</th> <th style="width:15%;">Date</th> <th style="width:15%;">Time</th> <th style="width:15%;">Total</th> <th style="width:10%;">á €</th> <th style="width:10%;">Total €</th> </tr> </thead> <tbody> <tr> <td><b>Supporting teacher</b></td> <td>dd/mm 20 yy</td> <td>-</td> <td>10 h, min</td> <td>25</td> <td>250</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____ h, min</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____ h, min</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____ h, min</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____ h, min</td> <td>_____</td> <td>_____</td> </tr> <tr> <td colspan="3"></td> <td><b>Total</b></td> <td><b>10 h, min</b></td> <td><b>Total 250</b></td> </tr> </tbody> </table>							Job	Date	Time	Total	á €	Total €	<b>Supporting teacher</b>	dd/mm 20 yy	-	10 h, min	25	250	_____	_____	_____	_____ h, min	_____	_____	_____	_____	_____	_____ h, min	_____	_____	_____	_____	_____	_____ h, min	_____	_____	_____	_____	_____	_____ h, min	_____	_____				<b>Total</b>	<b>10 h, min</b>	<b>Total 250</b>
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Please attach a travel expense report if you apply for travel-related reimbursement.																																																
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						<b>Signature of Applicant</b>																																										
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