

**Nordic Finance Network (NFN) Research Workshop**

May 10-11, 2012 – Oslo, Norway

**Practical instructions to the discussants**

* Moderate travelling costs (economy class) of the discussants will be reimbursed by the Nordic Finance Network.
* NFN has booked and paid the accommodation
* NFN will not insure the travellers
* NFN will not pay daily allowance

**Before the Workshop:**

1. **Book your flights/train** (economy class); your flight/train expenses will be reimbursed (against original receipts) after the trip by NFN. Please keep hold of boarding passes.
2. The **hotel** includes breakfast and internet access and is **booked by default** for two nights:

 Arrival to hotel on **Wednesday May 9, 2012**

 Departure from the hotel on **Friday May 11, 2012**

1. Your hotel is:

Radisson Blu Nydalen Hotel
Nydalsveien 33
Gullhaugstorg
Nydalen
404 Oslo

Phone: +47 2326 3000

**In case of cancellation, please, inform directly the hotel well in advance.**

**After the Workshop:**

1. Please, fill out electronically the “**Specification of travelling expenses”** –form (the form can be found on page 2 of this document), print it out and sign it. In order to avoid misinterpretations, please fill in the “Specification of travelling expenses” -form **electronically** (not in hand writing). Be sure to fill in all the fields.
2. **Attach all the original receipts** related to travel expenses to the “Specification of travelling expenses” –form.
3. According to the policies of Aalto University School of Economics (that is NFN’s host institution), you also have to **attach a document showing that you have paid the flight ticket yourself** (e.g. an invoice showing the payer’s name or a copy of your credit card statement).
4. The specification of travelling expenses has to be returned within **one month** from the end of the trip.
5. Mail the specification of travelling expenses with all the original receipts to:

**Hanne Kauppila**

**Aalto University School of Economics**

**NFN c/o Graduate School of Finance**

**P.O. Box 21220**

 **FI-00076 Aalto**

 **FINLAND**

**Your organizers:**

Graduate School of Finance (GSF) c/o Aalto University School of Economics

* If you have questions regarding **academic issues**, please contact:

 Dr Mikko Leppämäki, email: mikko.leppamaki@aalto.fi

* If you have questions regarding **practical issues**, please contact:

Hanne Kauppila email: hanne.kauppila@aalto.fi

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| **Aalto University School of Economics****SPECIFICATION OF TRAVELLING EXPENSES** | Form No. |
| Date of arrival of the specification |
| Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name | Date of birth |
| Occupation / Post | Citizenship |
| Home address | Telephone (home, work, mobile) |
| Bank account No. **(IBAN)** | To be paid by *Aalto University School of Economics/* *Nordic Finance Network*  |
| Name and address of the bank |
| Bank code (routing/transit/sorting/ BIC/ABA /SWIFT/SC/BL) |
| Purpose of the trip:*Nordic Finance Network (NFN) Research Workshop, May 10-11, 2012 Oslo presenting / discussing* |
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| 2012Month | Day | Specify the different stages of the trip in chronological order:(point of departure & arrival, vehicle used, accommodation expenses) | Total |
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| **Date and place** | **Signature** |
| **PLEASE FILL IN AND SIGN THE FORM AND ATTACH ALL THE ORIGINAL RECEIPTS (incl. boarding passes) WITH CREDIT CARD STATEMENT SHOWING THE TRANSACTIONS.** THE SPECIFICATION OF TRAVELLING EXPENSES HAS TO BE RETURNED WITHIN ONE MONTH FROM THE END OF THE TRIP.  **Mailing address: Hanne Kauppila** **Aalto University School of Economics** **NFN c/o Graduate School of Finance** **P.O. Box 21220** **FI-00076 Aalto** **FINLAND** |