

Nordic Finance Network (NFN) Research Workshop
May 5-6, 2011 – Helsinki, Finland

**Practical instructions to the PhD students presenting a paper
and to the discussants**

- Moderate travelling costs (economy class) of the PhD students presenting a paper and 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
2. The **hotel** includes breakfast and internet access and is **booked by default** for two nights:
Arrival to hotel on **Wednesday May 4, 2011**
Departure from the hotel on **Friday May 6, 2011**
Group reservation number: 102254
3. Your hotel is:
Radisson Blu Royal Hotel
Runeberginkatu 2
00100 Helsinki

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

Group for whom we have reserved hotel:

(1) Amore, Mario Daniele (2) Augustin Patrick (3) Bach, Christian (4) Bartholdy, Jan (5) Bienz, Carsten (6) Boustanifar, Hamid (7) Breckenfelder, Jonas (8) Burkart, Mike (9) Fux, Sebastian (10) Hansson, Björn (11) Haug, Jørgen (12) Hetland, Ove Rein (13) Jørgensen, Kjell (14) Karlsson, Patrik (15) Kisser, Michael (16) Kuttu, Saint (17) Miltersen, Kristian (18) Molnar, Peter (19) Piljak, Vanja (20) Qin, Zhenjiang (21) Rangvid, Jesper (22) Rix-Nilesen, Christian (23) Råsbrant, Jonas (24) Staubo, Siv (25) Su, Xunhua (26) Thisadoldilok, Chatchai (27) Wasumadee, Maytinee (28) Yinxia G. Nielsen, Caren

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 local organizers:

- Graduate School of Finance (GSF) c/o Helsinki 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

Aalto University School of Economics
SPECIFICATION OF TRAVELLING EXPENSES

Date _____

Form No.
Date of arrival of the specification

Name	Date of birth
Occupation / Post	Citizenship
Home address	Telephone (home, work, mobile)
Bank account No. (IBAN)	To be paid by <i>Aalto University School of Economics/ Nordic Finance Network</i>
Name and address of the bank	
Bank code (routing/transit/sorting/ BIC/ABA /SWIFT/SC/BL)	
Purpose of the trip: <i>Nordic Finance Network (NFN) Research Workshop, May 5-6, 2011 Helsinki, Finland presenting / discussing</i>	

2010 Month	Day	Specify the different stages of the trip in chronological order: (point of departure & arrival, vehicle used, accommodation expenses)	Total
Date and place		Signature	

PLEASE FILL IN AND SIGN THE FORM AND ATTACH ALL THE ORIGINAL RECEIPTS. 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
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