

PAYMENT OF LOCAL LABOUR ABROAD

This form is used for **the payment of locals that you hire when you travel abroad in connection with fieldwork**, for example guards, carriers, interpreters etc. If you have any questions concerning the interpretation of the concept *fieldwork*, please contact the university's [Payroll Office](#) or [Travel Expense Accounts](#).

Procedure:

1. Bring this form on your trip. A form must be completed for each person you hire in connection with the fieldwork.
2. In order to ensure that all information can be read clearly and payment carried out correctly, please fill out the form in CAPITAL LETTERS.
3. The local person must sign for the amount received on the form.
4. It is your responsibility to ensure that the reported information is correct and sufficient, and that the required documentation has been scanned and attached to the settlement in RejsUd.

INFORMATION ABOUT THE LOCAL RECIPIENT (THE PAYEE)

Name:	Click here to write text.
Date of birth:	Click here to write text.
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of residence:	Click here to write text.
City of residence:	Click here to write text.
Address:	Click here to write text.
Nature of work:	Click here to write text.
Amount stated in DKK:	Click here to write text.
Amount stated in the currency in which the pay was disbursed:	Click here to write text.
Document No.:	Click here to write text.

SIGNATURE FOR RECEIVING THE AMOUNT:

Date: Select date	_____
	Recipient's (payee's) signature

TO BE COMPLETED BY AU ACCOUNTS, THE SERVICE UNIT:

Account	Text	VAT	DFS	Sag (project)	Sagsopgave (activity)	Location no.	Amount	Civil reg. no.	Unit no.
227071	PAY	Code	DFS	Project	Activity	No.	Amount	Civil reg. no.	Unit no.
615041	PAY	Code	DFS	Project	Activity	9911	Amount	Civil reg. no.	Unit no.