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| Lähiosoite | | | | | | | | | | | | | Postitoimipaikka | | | | | | | | | | | | | | Puhelin | | | | |
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| Pankin nimi ja täydellinen IBAN-pankkitilin numero (FI-alkuinen, 18 merkkiä pitkä) | | | | | | | | | | | | | | | | | | | | Sähköpostiosoite | | | | | | | | | | | |
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| **Vakuutustiedot ja ennakkoperintärekisteri** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YEL-vakuutusyhtiö ja -numero | | | | | | | | | | | | | | | | | | | Ennakkoperintärekisteriin kuuluminen | | | | | | | | | | | | |
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| Tilaisuuden nimi | | | | | | | | | | | | | | | | | | | Toteutuspäivät | | | | | | | | | | | | |
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| Vastuualue | | | | | | Vastuualuenumero | | | | | | | Yhteyshenkilö jonka kanssa laskutuksesta sovittu | | | | | | | | | | | | | | | Puhelin | | | |
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|  | | | | Aihe | | | | | | | | | | | | | | | | | Kellonaika | | | | e | | | | | Henk.palv. täyttää | |
| Luentopalkkio | | | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | |
| Työnohjauspalkkio | | | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | |
| Palkkio esiintymisestä | | | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | |
| Muu/tehtävänimike | | | |  | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | |
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| **TULOMATKA** | Pvm | | | Matka alkoi, klo | | | | | Matka päättyi, klo | | | | | | | | **PALUUMATKA** | | Pvm | | | | Matka alkoi, klo | | | | | | Matka päättyi, klo | | |
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| Matkareitti | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Matkakustannukset | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Matkustamiskustannukset (liitteeksi alkuperäiset kuitit ja liput, joista ilmenee arvonlisävero) | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Oman auton käyttö | | |  | | | | km x | | |  | | | | senttiä | | | | | | | | | | | |  | | | | |  |
| Majoitus (liitteet kuten matkustamiskustannusten kohdassa) | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Muu, mikä | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Kokopäiväraha | |  | | | kpl á | | |  | | |  |  | | | | kpl á /-50% | |  | | | |  | | | |  | | | | |  |
| Osapäiväraha | |  | | | kpl á | | |  | | |  |  | | | | kpl á /-50% | |  | | | |  | | | |  | | | | |  |
| Ilmaiset ateriat | | kyllä | | | | | |  | | | kpl / pv | | | | ei | | | | | | | | | | | --- | | | | |  |
| **Matkakustannukset yhteensä** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  |

Tiedot tilaisuudesta/tehtävästä

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| Päiväys ja laskun tekijän allekirjoitus     /    20 | Päiväys ja numerotarkastajan allekirjoitus ja nimenselvennys     /    20 |
| Päiväys ja vastaanottajan allekirjoitus ja nimenselvennys     /    20 | |
| Päiväys ja hyväksyjän allekirjoitus ja nimenselvennys     /    20 | |

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| KP | | | | | | TILI | | | | TARKENNIN | | TOIMINTO | | | | Hanke/Projekti | | | | | | KOHDE | | | | ALV-koodi | | | e | Lisätietoja |
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