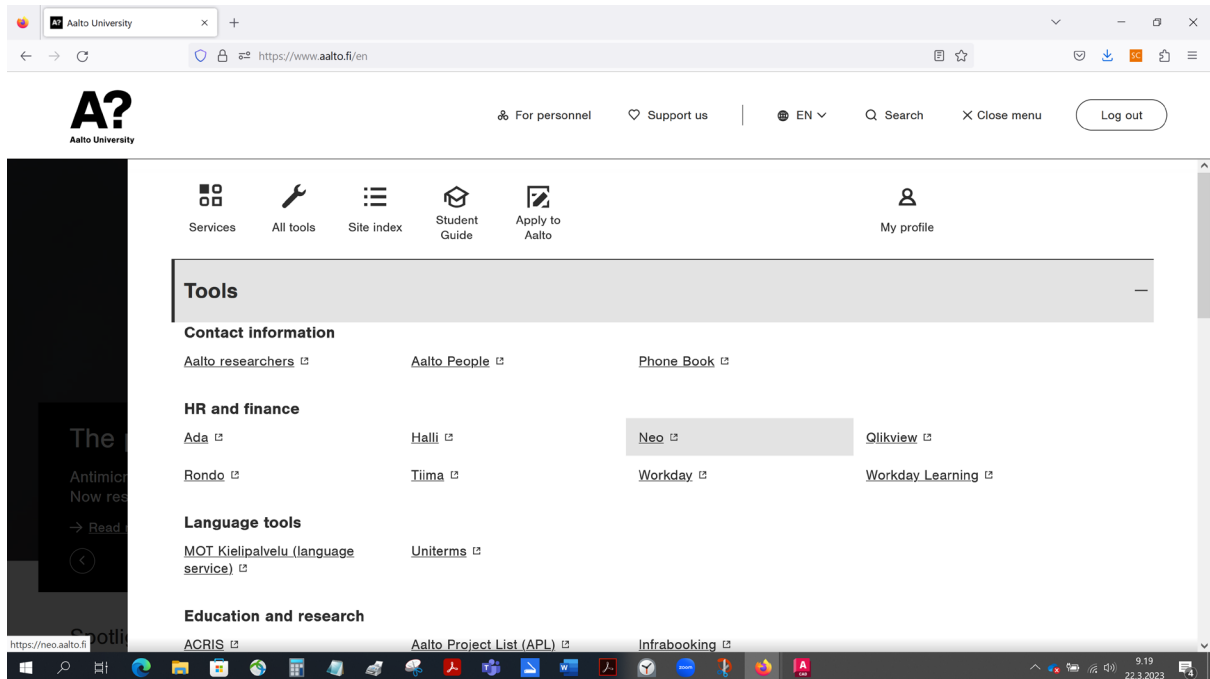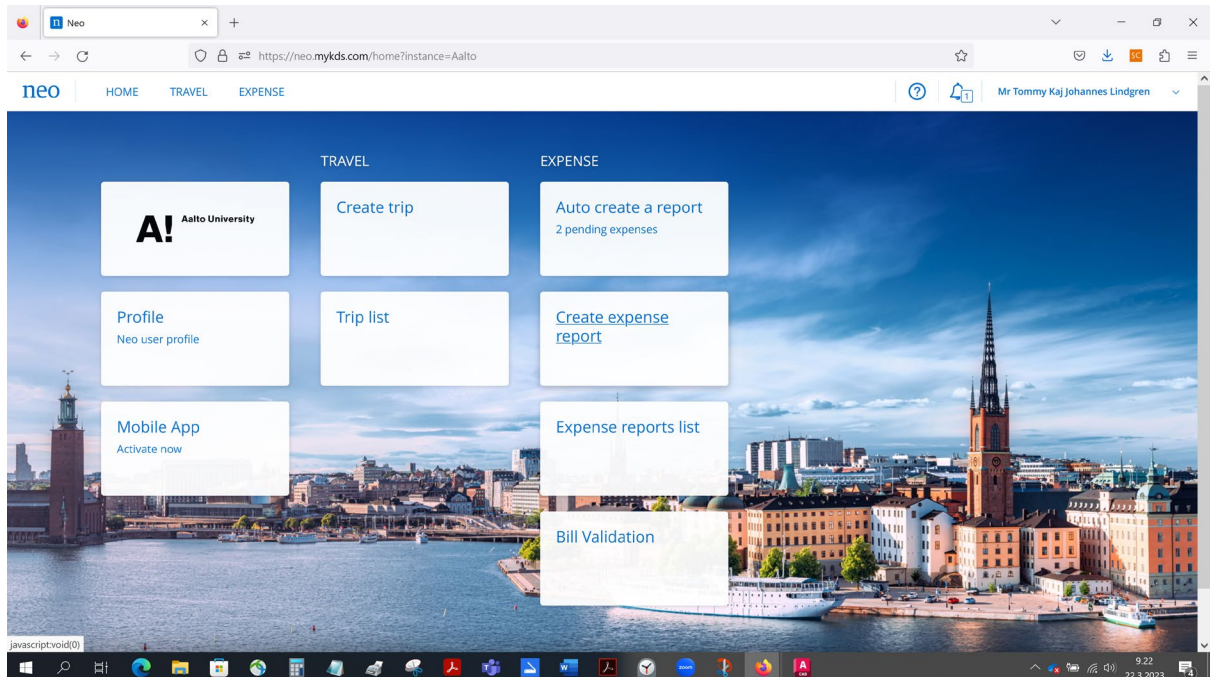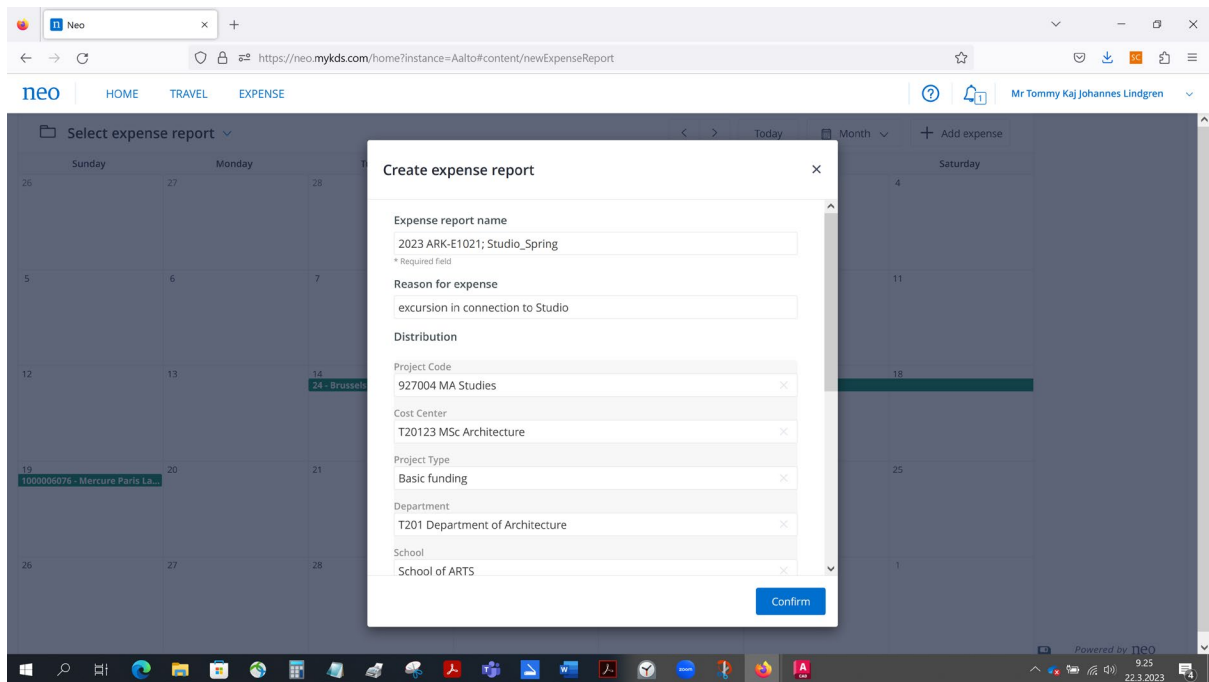# How to fill the Neo Application

Go to Neo in Aalto.fi Tools

Select 'Create expense report'

Fill the basic info on the report form:

Expense report name: 2023 ARK-E1021; Studio_Spring

Reason for expense: excursion in connection to Studio
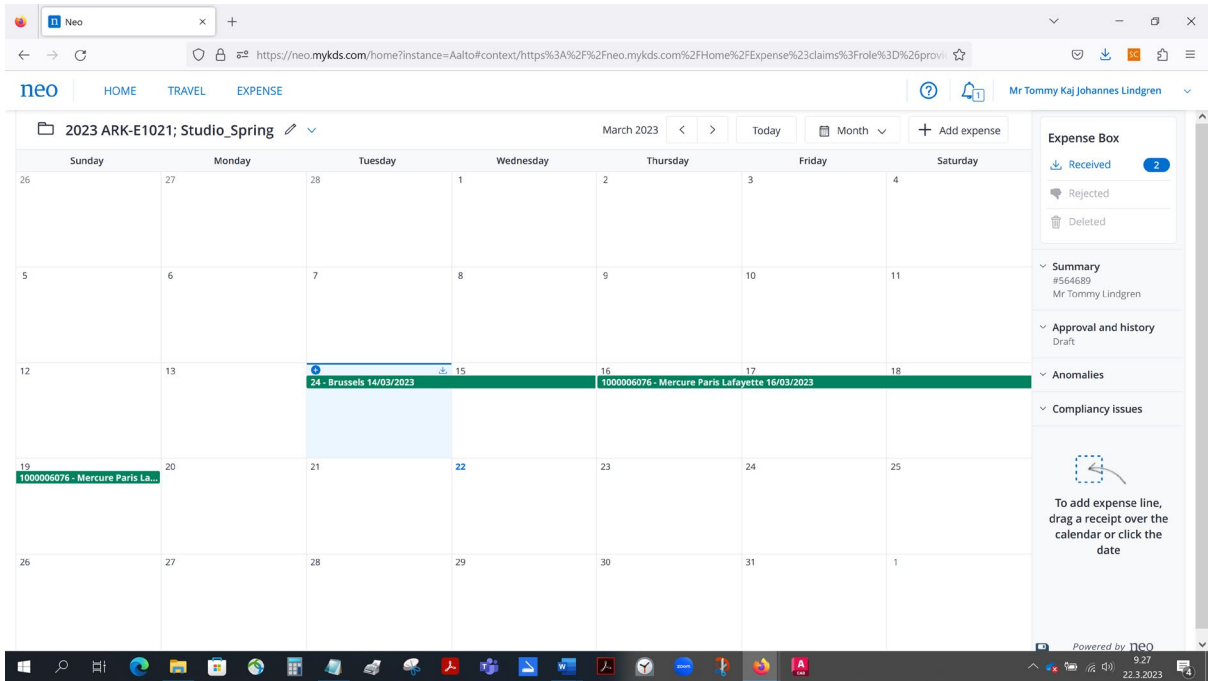
Project Code: 927004

Cost Center: T20123

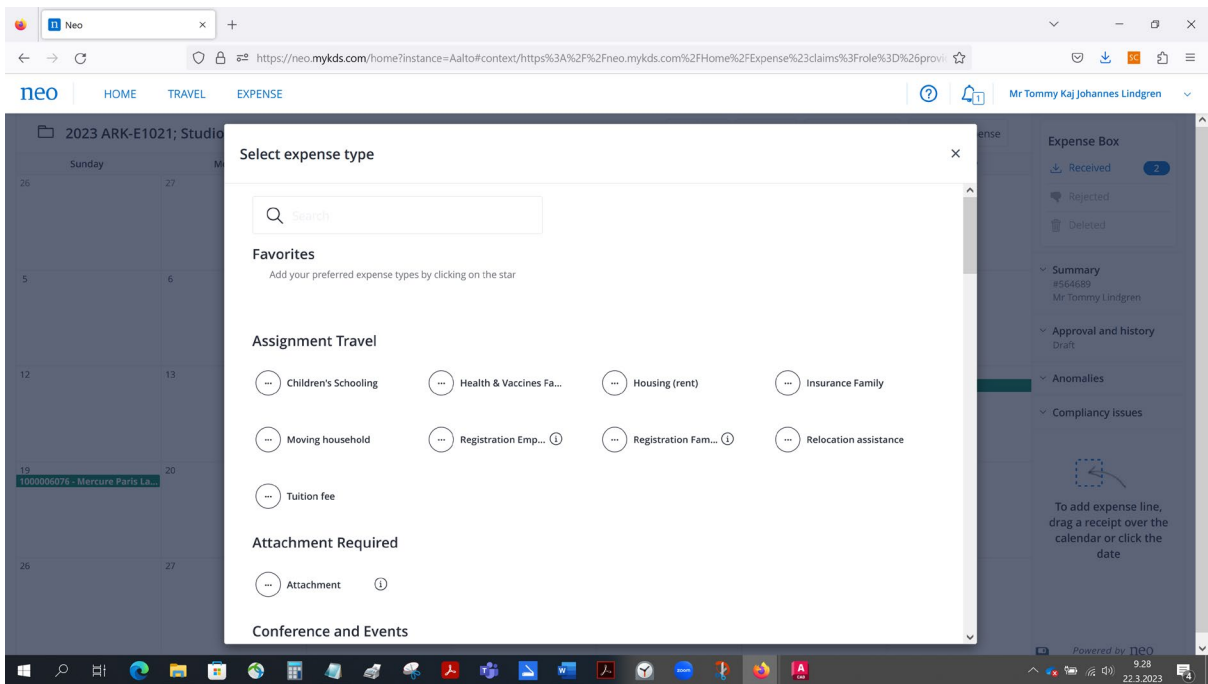Report type: Travel expense report

Object code: -

I have my Superiors Permission: yes
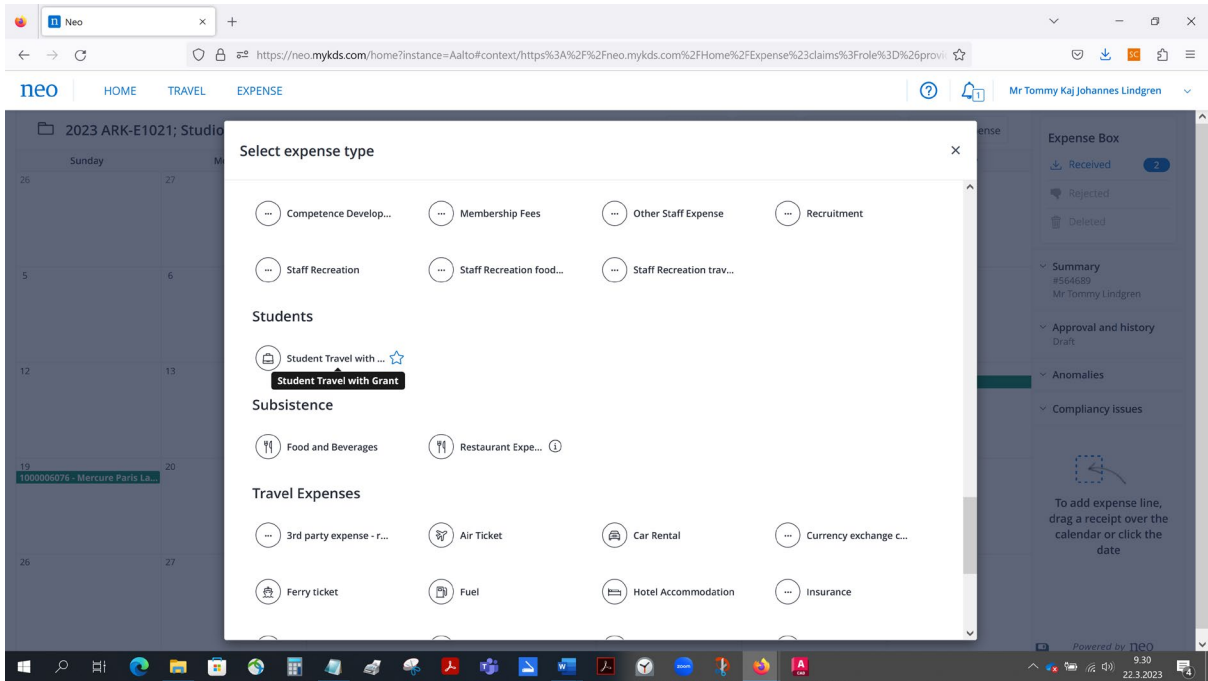
Assignment travel: no

Leisure Travel part of Trip: no

Add your expenses as New expenses, and add images/pdfs of your receipts.

Use the "student travel with grant" expense! Put each expense separately (one expense for hostel, one for flight to Brussels, etc.).

(note: In the VAT – don't put anything.)

After filling in all your expenses, you can submit the application!