How to fill the Neo Application

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neo	HOME TRAVEL EXPENSE				Mr Tommy Kaj Johannes Lindgren 🗸 🗸
		TRAVEL	EXPENSE		
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Select 'Create expense report'

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			2023 ARK-E1021; Studio_Spring * Required field			
5	6		Reason for expense			
			excursion in connection to Studio Distribution			
12		14	Project Code			
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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

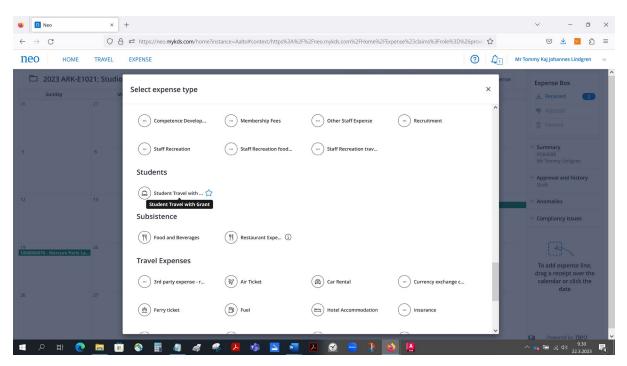
Leisure Travel part of Trip: no

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2023 ARK-I	E1021; Studio_Spring	/ ~		March 2023 < >	Today 🗍 Month	n ∨ + Add expense	Expense Box
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Add your expenses as New expenses, and add images/pdfs of your receipts.

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C 2023 ARK-E1021; St Sunday	Select expense type	ense Expense Box					
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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!