european space agency mission order form

STAFF No	NAME	DEPT/DIV.	GRADE	RESP. CODE	BUDGET	ITEM	COST CODE
5432	P. Brekke		A3	73	100972	6001150	04RETY

HOTEL? No/Yes

TICKET? No/Yes PRICE

73+CR 101

Date MO No

CENTRE TO VISIT	COUNTRY	PURPOSE
	N	Travel back To Norway Cessation of duties

MAIN PURPOSE of MISSION		
Centre	Ctry	Object

ADVANCE? No/Yes Currency required	SIGNATURE

Currency given			
Amount			

Date and Time of start of Work	Date	Time	Exp. Duration

Planned Journey	Departure Date	Departure Time	Means of Transport	Class

Private leave or week-end	from	to
	from	to

Hire car Approval	Reason
	Type

Private car	Reason

HEAD OF DEPT/DIV.	INITIATING OFFICER	DIRECTOR GENERAL (special approval)
	N Moss	

Payment through bank account? give details ☐

Initiator staff No 3783

NOTES Mr P. Brekke (in Advance) & Mrs Brekke and their two children

DO NOT WRITE IN THIS BLOCK

The codes to be entered are as follows:

CENTRES

ESTEC
ESOC
ESRIN
SEAT
SPICE
MPO
CNES
DFVLR
NASA
SNIAS
MATRA
BAE
MSDS
ERNO
AEG
MBB
DORNIER

For others
ESA an Agency location
ORG an Official Organisation
CNT a Contractor
OTHER

FOR ROUND TRIPS TAKE ONLY ONE COUNTRY
(THE MOST IMPORTANT DESTINATION)

COUNTRY/CURRENCY

A	AUSTRIA	IRL	IRELAND
AUS	AUSTRALIA	J1	JAPAN
B1	BELGIUM	L	LUXEMBURG
BR	BRAZIL	M	MALTA
CDN	CANADA	MA	MOROCCO
CH	SWITZERLAND	N	NORWAY
CY	CYPRUS	NL	NETHERLAND
D	GERMANY	P1	PORTUGAL
DK	DENMARK	RC	CHINA
DZ	ALGERIA	RI	INDONESIA
E1	SPAIN	S	SWEDEN
F	FRANCE	SA	SAUDI ARABIA
G	GABON	SF	FINLAND
GB	GREAT-BRITAIN	SU	USSR
GR	GREECE	TN	TUNISIA
GUY	GUYANA	TR	TURKEY
H	HUNGARY	USA	USA
I1	ITALY	YU	YUGOSLAVIA
IND	INDIA	ZA	SOUTH AFRICA

SUBJECT

L	LAUNCH CAMPAIGNS
T	TRIALS AND WORKS
M	MEETINGS
V	VISITS AND INSPECTION
X	MISCELLANEOUS

FOR OTHER DESTINATIONS PLEASE CHECK LIST OF COUNTRY CODES WITH THE RESPECTIVE ESTABLISHMENT MISSION OFFICE

0021/F - Printed at ESRIN

European space agency mission order form

THIS SECTION FOR ACCOUNTS USE ONLY

NAME	DEPT/DIV.	GRADE	RESP. CODE	BUDGET	ITEM	COST CODE
P. Brekke		A3	573	100972	6001150	04RETT

TICKET? No/Yes — PRICE

73+ CR 101

Date — M.D. No

COUNTRY	PURPOSE
N	Travel back To Norway Cessation of duties

MAIN PURPOSE of MISSION

Centre	Ctry	Object

ADVANCE? No/Yes — Currency required — SIGNATURE

Currency given

Amount

Date and Time of start of Work — Date — Time — Exp. Duration — Actual Duration — Dates and Times of period of work — Start Date — Time — Finish Date — Time

Planned Journey	Departure Date	Departure Time	Means of Transport	Class	Actual Journey	Departure Date	Departure Time	Arrival Time	Means of Transport	Days / Curr.	Rate / Amt.

Private leave — from — to

from — to

Hire car — Reason

Type — No. of days — Mission Km — Private Km

Other Expenses — Curr. — Amount

Private car — Reason — Engine capacity — Km — Rate

HEAD OF DEPT/DIV. — INITIATING OFFICER — DIRECTOR GENERAL (special approval) — TRAVELLER — INITIATING OFFICER (change of journey) — PAYMENT AUTHORISED

Initiator staff No. 3783

NOTES: 1/2 P. Brekke (in Advance.) & 1/2 Brekke and their two children

Total currencies

Totals in base currency

PAY No/Date

Balance due to staff +

Balance due to ESA −

SIGNATURE (cash settlement)