

How to book travels:

All travels **HAVE** to be booked through VIA Travel, the University's official travel agency. From 1st of January 2007 you will **NOT** be reimbursed for travels booked in any other way, with the exception of "last minute" train tickets. Please note that you should book your hotel from VIA travel for hotels abroad. For hotel within Denmark you should use those that we have an agreement with through SKI (use "Danish Mission" when you book and upon arrival). See www.ski.dk/hotel for more information.

For plane tickets, please call 70 70 81 60

For train tickets, please call 70 70 81 65

For each travel that you book, please use our customer number: 5961 for iNANO and 5971 for iNANOschooL (PhD-students)

Please make sure that only travels paid by iNANO is booked on our customer numbers and that accompanying travelers get their travels sent to appropriate addresses.

