|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | **FAKTURAPORTALEN EXPENSE CLAIM**  **Only for use in *Fakturaportalen* – foreign payments**  **Please note that the receipts must be taped in place. Do not staple them.** |
|  | | | | RD Lev.Id (måste anges) |
|  | | | |  |
|  | | | | |
| **Fill out this form on the computer.**  **Only completed forms will be accepted.**  **Send a copy to your department administrator**  **Do not forget to fill in your account no. or IBAN** | | | | |
| **TO BE FILLED IN BY THE DEPARTMENT ADMINISTRATOR** | | | | |
| Institutionsnummer | | Handläggare SU samt telefonnummer | | |
|  | |  | | |
| Datum för blankettens upprättande | | | | Förfallodatum (30 dagar netto) |
|  | | | |  |
| **TO BE FILLED IN BY THE CLAIMANT** | | | | |
| Surname and first name | | | | |
|  | | | | |
| Address | | | | |
|  | | | | |
| Postcode (Zip code) | City | | | Country |
|  |  | | |  |
| Total | | VAT | Currency | No of pages attached (this form not included) |
|  | |  |  |  |
| Project ID number | | | | Payment message (14 characters) |
|  | | | |  |
| **BANK DETAILS** | | | | |
| Name of your bank (not necessary when using IBAN) | | | | Bank address, branch (not necessary when using IBAN) |
|  | | | |  |
| Account No (not necessary when using IBAN) | | | | Swift/Bic-code |
|  | | | |  |
| IBAN (start with country code) | | | | |
|  | | | | |
| Fedwire/ABA or Routing No to US Bank (9 digits) | | | | |
|  | | | | |
| Canadian Code/Routing No to Canadian Bank (9 digits) | | | | |
|  | | | | |
| BSB No to Australian Bank (6 digits) | | | | |
|  | | | | |
| Clearing code/Sort code to South African Bank (6 digits) | | | | |
|  | | | | |
| IFS code to Indian Bank (11 characters) | | | | Clearing code to New Zealand Bank (6 digits) |
|  | | | |  |
| **EXPENSES** | | | | |
| Please specify | | | | |
|  | | | | |
|  | | | | |