|  |  |
| --- | --- |
|  | **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 |
|       |
|  |