



NFOG REIMBURSEMENT FORM

Specification of expenses

treasurer@nfog.org

Instructions:

1. The completed and signed form is sent to: treasurer@nfog.org. NEW 2018: NFOG accepts electronically reimbursement, only. Documents/form/receipts sent by ordinary paper-mail, will be returned without reimbursement.
2. The form should be filled out and sign electronically. Alternative, print out the form to sign and then scan a copy.
3. All expenses (e-tickets, copy of tickets/receipts etc) must be documented as attachments (PDF format preferred or JPEG as alternative.)
4. Original receipts must be displayed on request. Therefore, please retain the original receipts to the actual reimbursement is made.

Name:	family name, first name)
Address:	(Street name and number, zip-code, city, country)
e-mail:	

Hereby request reimbursement for expenses in connection with (purpose):

--

For NFOG Fund grant receivers: A rapport must be sent to the NFOG webmaster before the reimbursement is made.

NFOG grantnumber (NF-number):	
--------------------------------------	--

To be paid to:

Bank: S.W.I.F.T / BIC	
IBAN account:	
Through Bank S.W.I.F.T / BIC:	

Expenses type (travel, accommodation, food, ect)	SUM	Currency	Treasurer / Accountant notes

In total in following currencies (summarize each currencies):

Currency	SEK	DKK	NOK	ISK	€
SUM:					
For Treasurer and Accountant notes					

Instruction for electronically signature: Store a copy of the document on your computer. Create and sign the document with an e-signature. Please, do not lock the document after e-signature before sending to the treasurer.

Electronically signature

Signature /Date NFOG-treasurer – authorized for payment:

Electronically signature Treasurer
