

## 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	Förfallodatum (30 dagar netto)

### TO BE FILLED IN BY THE CLAIMANT

Name		Swedish personal identity number (if any)	
Address			
Postcode (Zip code)	City	Country	
Total	VAT	Currency	No of pages attached
Project ID number			

### BANK DETAILS

Name of your bank	Bank address, branch
Account No	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
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