



## International reimbursements form - EYP Sweden

(Please read the instructions before sending in this form)

EYP Sweden reimburses any personal costs related to active participation in events in accordance with the economic policy. This form must be filled in to make sure that the payments are being made. The receipts of the purchases must be sent in together with this form:

- Physical receipts **must** be sent via post to "EUP Sverige, Slottsbacken 8, 11130 Stockholm".
- Digital receipts **must** be sent together with the correctly filled out form to [info@eup.se](mailto:info@eup.se).

### BASIC INFORMATION:

Bank name:			
Account number (IBAN):		BIC/SWIFT code:	

ADDRESS, ZIP-CODE AND COUNTRY OF RESIDENCE:
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### PURPOSE:

Date of the project:		Amount (SEK):	
<i>In case you have multiple receipts, Please state the specific amounts:</i>			
Project:			

### INSTRUCTIONS:

- Sign the original receipts and mark the amount clearly
- Physical receipts: Attach the original receipt to a separate **A4 sheet**. (Please keep a copy of the receipts for your own)
- Physical receipts: Leave your form together with the receipt attached with EYP Sweden's treasurer, alternatively send it via post to **EUP Sweden, Slottsbacken 8, 11130 Stockholm**.
- Digital receipts: scan the form (alternatively post as above) and email together with the receipt [toinfo@eup.se](mailto:toinfo@eup.se)

### SIGNATURE:

Date and place:			
Full name:			
Signature:			

## Kansliets noteringar

### Beslut och attest

Beslut:	<input type="checkbox"/> Bifalles	<input type="checkbox"/> Avslås		
Attest:		Datum:		

### Utbetalning genomförd

Initialer:		Bokf. datum:	
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