Meeting:

**Letter of Reimbursement**

Date:

Symposia/Plenary lecture number/name:

**Personal information**

Name:

Address:

Postcode & Place:      Country:

Phone: +      E-mail:

**Payment information**

Receiving party:

Banks name:

Address:

Account number (those with Swedish bank account):

IBAN number:      BIC/SWIFT code:

 *(IBAN and BIC/SWIFT is not necessary if you use a Swedish bank account)*

**List of expenses (original receipts enclosed)**

|  |  |
| --- | --- |
| **Text** | **Amount & currency** |
|       |       |
|       |       |
|  |       |
|  |       |
|  |       |
| **Total** |       |

Granted amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Filled out by symposium organizer) (Signed by symposium organizer)*

**Send by post to:**

Aino Vesikansa

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