

Reimbursement of expenses for Ungdomsbureauet				UNGDOMSBUREAUET			
* Name							
* Address							
* ZIP code and city							
* Organization							
* Date							
Project/projectnr.						Posting (To be completed by Ungdomsbureauet)	
		Expenses					
Annex/receipt number	Description	Ex VAT	VAT	Total (incl. VAT)	Afdeling	Konto	
Annex 1							
Annex 2							
Annex 3							
Annex 4							
Annex 5							
Annex 6							
Annex 7							
Annex 8							
Annex 9							
Annex 10							
Total expenses		Ex VAT	VAT	Total (incl. VAT)			
Comments							
Bank details for reimbursement of expenses (Refunds to international accounts must fill out IBAN and SWIFT/BIC)							
Registration number		* Account number					
* IBAN		* SWIFT/BIC					
* Date and signature							

Fill in all fields marked with *

NOTE. Some costs do not include VAT (eg transport)

Fill in the reason for the expense under comments.

Print out, sign and send it in with the receipts

For accounting reasons, we store this expense reimbursement form for 5 years after you have submitted it. If you have any questions about this, you are welcome to write to info@ungdomsbureauet.dk