

How to fill out the travel reimbursement form

Fill in your personal information.

Step 1: Fill in your full name in the box *Name*,

Step 2: Fill in your address in the box *Address*.

Step 3: Fill in your ZIP-code, city and country

Step 4: Fill in the name of the organization you are a part of (this is only relevant if you are participating in the festival as a representative of an organization).

Step 5: Enter the date in which you are filling out the form.

Reimbursement of expenses for Ungdomsbureauet		UNGDOMS	BUREAUET
* Name			
* Address			
* ZIP code and city			
* Organization			
* Date			
Project/projectnr.			Expenses

*Project/project number is filled out by Ungdomsbureauet.

Fill in your expenses

Step 1: Enter a short description of your expense in the box next to *Annex 1*. For example: "plane ticket from Helsinki to Copenhagen". If you have more than one receipt, you need to enter one description per receipt.

Project/projectnr.		Expenses			Ungdomsbureauet)	
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						
Comments						

*Afdeling and konto is filled out by Ungdomsbureauet

Step 2: Fill in the total expense per receipt under *Total (incl.VAT)*. Remember to include currency. Enter the amount you paid for your ticket to the box *Total (incl.VAT)*.

Project/projectnr.		Expenses			Ungdomsbureauet)	
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						
Comments						

Step 3: Fill in your expense without VAT/taxes. On most receipts, it states how much of the total sum that is VAT/taxes. In this step, you will fill out the boxes *Ex VAT* and *VAT*. In the box *Ex VAT*, you will write the expense without taxes. In the box *VAT*, you will write the added tax. These two sums should add up to the total expense = the price you paid for the ticket.

Project/projectnr.		Expenses			Ungdomsbureauet)	
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						
Comments						

Step 4: Enter additional expenses. If you have additional expenses/receipts, you repeat the process by filling out the box next to *Annex 2*, the same way as you did with *Annex 1*.

Step 5: Enter your total expenses. Add together your expenses and write the total sum of reimbursement in the yellow box. If your expenses are more than the maximum amount of reimbursement for your country, you will receive the maximum amount. Additional expenses to the maximum amount will not be reimbursed. Only travel costs are reimbursed by Ungdomsbureauet.

Project/projectnr.		Expenses			Ungdomsbureauet)	
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						
Comments						

Bank details and signature

Step 1: Fill in your bank details. For international reimbursements, IBAN and SWIFT/BIC is required. You can find this information under bank details when you log into your national bank.

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

Step 2: Sign the form and enter today's date. You can sign the form with a digital signature.

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

Send the compensation form to ellen@ungdomsbureauet.dk

All compensation forms will be sent to Ungdomsbureauet's economic department on April 1st, 2023. You can expect to receive your reimbursement a few weeks after this date.

Remember that you need to attach all your receipts to the reimbursement form.