



# REIMBURSEMENT NFOG

## Specification of traveling expenses

**NEW 2017:**  
Electronically  
reimbursement  
is optional.

**Completed form is sent to the NFOG treasurer (Espen Berner) by e-mail /ordinary mail.**

All expenses (original bills, tickets, receipts, vouchers, etc.) must be documented as attachments.

**1. Electronically mail:** [treasurer@nfog.org](mailto:treasurer@nfog.org)

**2. Ordinary mail:** Espen Berner, Gynekologisk avdeling, Oslo universitetssykehus HF, PB 4950 Nydalen 0424 OSLO, Norway

<b>Name:</b>	(family name, first name – use CAPITAL LETTERS)
<b>Address:</b>	(Street name and number, zip-code, city, country – use CAPITAL LETTERS)
<b>e-mail:</b>	

Hereby request reimbursement for expenses in connection with (purpose):

(meeting/committee/date/place/etc. – use CAPITAL LETTERS)
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**For NFOG Fund grant receivers:** According to the NFOG Fund rules, a report must be sent to the NFOG webmaster before the reimbursement is made. Please note grant number:

NFOG grant number (NF_____)
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**To be paid to:**

<b>Bank: S.W.I.F.T / BIC</b>	
<b>IBAN account:</b>	
<b>Through Bank S.W.I.F.T / BIC:</b>	

<b>Expenses type</b> (use CAPITAL LETTERS)	<b>SUM</b>	<b>Currency</b>	for Treasurer or accountant notes

**In total in following currencies:**

<b>Currency</b>	<b>SEK</b>	<b>DKK</b>	<b>NOK</b>	<b>ISK</b>	<b>€</b>
<b>SUM:</b>					
For Treasurer or Accountant notes					

**Date/ Place / Signature:**

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**Signature /Date NFOG-treasurer – authorized for payment:**

	(for NFOG treasurer/accountant)
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A completed and signed form is sent to the NFOG Treasurer by ordinary mail or e-mail (scan the signed form as PDF). All expenses that are requested reimbursed must be documented (original bills, tickets, receipts, vouchers, etc.) as attachments. By e-mail: the original receipts are scanned as PDF or high quality JPEG. Please look into NFOG Rules for reimbursement for more information: <http://www.nfog.org>  
For questions regarding reimbursement of expenses, please contact the Treasurer of NFOG: [treasurer@nfog.org](mailto:treasurer@nfog.org)