



Stockholms
universitet

FAKTURAPORTALEN EXPENSE CLAIM

Only for use in *Fakturaportalen* – foreign payments

Please note that the receipts must be taped in place. Do not staple them.

RD Lev.id (måste anges)

**Fill out this form on the computer.
Only completed forms will be accepted.
Send a copy to your department administrator
Do not forget to fill in your account no. or IBAN**

TO BE FILLED IN BY THE DEPARTMENT ADMINISTRATOR

Institutionsnummer	Handläggare SU samt telefonnummer
Datum	Förfalldatum (30 dagar netto)

TO BE FILLED IN BY THE CLAIMANT

Surname and first name		Swedish personal identity number (if any)	
Address			
Postcode (Zip code)	City	Country	
Total	VAT	Currency	No of pages attached (this form not included)
Project ID number			

BANK DETAILS

Name of your bank (not necessary when using IBAN)	Bank address, branch (not necessary when using IBAN)
Account No (not necessary when using IBAN)	Swift/Bic-code
IBAN (start with country code)	
Fedwire/ABA or Routing No to US Bank (9 digits)	
Canadian Code/Routing No to Canadian Bank (9 digits)	
BSB No to Australian Bank (6 digits)	
Clearing code/Sort code to South African Bank (6 digits)	
IFS code to Indian Bank (11 characters)	Clearing code to New Zealand Bank (6 digits)

EXPENSES

Please specify
