



**LUND**  
UNIVERSITY

Department of Biology  
Education office

# Expenses

Please fill in the form **digitally** and hand it in to the Education office. All receipts must be in original. Receipts can only contain expenses for your student projects – never mixed with private costs. If tickets for travelling with two passengers or more are used (a "Duo-ticket") – make sure to include the name of the other student/s. "Duo-tickets" cannot be reimbursed when a non-student is one of the passengers.

**Note that the form must be signed by your course coordinator/supervisor!**

Name	Personal code number
Address	

**During this course I've had the following expenses:**

Course name	Course code	<input type="checkbox"/> autumn term
		<input type="checkbox"/> spring term

**Don't forget to attach the original receipts!**

Date	Purchases	Sum	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	
			<b>Total</b>

**N.B! If you don't have a personal account in Nordea please attach the form "Anmälan till Nordea".**

Date and signature student	Authorized by course coordinator/supervisor
_____	_____
<b>Clarification of Signature</b>	<b>Clarification of Signature</b>

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