



Financial routine for Nordic Centre funding for visits

The funding can be used for costs related to your visit as stated in your approved application.

1. You plan and complete the visit. All costs are initially paid by your institution/department at your home university. They should also archive the receipts etc according to their own routines.
2. The institution/department accountant at your home university claims reimbursement from Nordic Centre within 30 days after the visit:
 - a. Fill in the costs in this template: <http://www.nordiccentre.net/s/Cost-breakdown-template-visits.docx>
 - b. Email the template, together with copies of the receipts as documentation of the actual costs for each budget post and a short written report describing the content and results of your visit to Nordic Centre Program Manager veli-matti.palomaki@nordiccentre.net
 - c. The program manager will review the receipts and if all costs are eligible and within the grant amount, he will e-mail you a signed version of the template.
 - d. Send an invoice (maximum amount = granted amount) to Nordic Centre secretariat at University of Gothenburg, through the electronic invoice portal: <https://www.gu.se/en/how-to-register-invoices-in-fakturaportalen>
 - i. In the section Buyer's reference 1: fill in our reference code: **9421BGABLI**
 - ii. In the "free text" field: fill in "Nordic Centre"
 - iii. In the field for VAT: fill in the number zero.
 - iv. Attach the filled in template, signed by Nordic Centre Program Manager
 - v. Attach copies of the receipts

Questions about the funding for visits and reimbursement process can be sent to

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