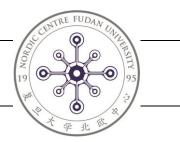
## NC SECRETARIAT THE UNIVERSITY OF GOTHENBURG



## 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: <a href="http://www.nordiccentre.net/s/Cost-breakdown-template-visits.docx">http://www.nordiccentre.net/s/Cost-breakdown-template-visits.docx</a>
  - 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 <a href="mailto:veli-matti.palomaki@nordiccentre.net">veli-matti.palomaki@nordiccentre.net</a>
  - 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

Ervin Zukic: ervin.zukic@gu.se