



Information regarding reimbursement

Please fill in and return this form along with all your receipts, tickets and boarding passes. For processing purposes we also ask you to fill in your travel specifications on page 2.

Please note that your signature is needed on the claim for correct processing. We thank you in advance for your assistance.

Banking and tax information:

Surname	
First name	
Date of birth	
Home address/street	
Postal code	
City	
Country	
Email	
Name of bank	
IBAN no.	
BIC	
SWIFT	
Bank account no.	

In case we haven't already received this:

Please attach to this form (or send by post if preferred): **a copy of your passport**

Travel specifications:

Purpose of the trip:	
Travel started at (date/time):	

Date	Traveling from	Traveling to	Travel by (plane, taxi, etc)	Currency	Amount

Date: _____ Sign.: _____

*I hereby confirm the information given in this form, and agree that
UIB can use it to reimburse my travel costs.*

Questions? Contact Ingrid Straume at +47 55 58 96 41 or Ingrid.straume@uib.no

Please return this form, including travel specifications and original receipts (we also accept scanned pdf files) to:

**The Faculty of Law
Ingrid Straume
P.O.Box 7806
5020 Bergen, Norway**