

Oslo, January 29, 2010

Dear colleague,

Here is information on refund in connection with the workshop you are attending.

Please keep all receipts regarding your travel, including taxis if actual. We need a copy of your air ticket (electronic) with specification of its cost. We need them to get your expenses refunded!

Receipt at restaurants are not needed since meals will be refunded with fixed amounts (lunch 224 NOK, dinner 280 NOK) when not served at the hotel or at the workshop.

Concerning the forms:

- The bank account information form must be filled in completely, see the enclosed example. Remember IBAN and Swift codes must be completely correct. Double check please.
- Page 1 of the claim form must be filled with personal information and information on arrival and departure times in Norway. Do NOT fill in allowance and overnight amounts; we shall take care of that. IMPORTANT: Sign at the claimant's signature.
- Journey specification must be filled out on page 2. All travel expenses (bus, taxi etc) should be filled in. Attach receipts. When foreign currency is used, we can fill in the exchange rate and amount in Norwegian kroner. You will receive the money in your currency.
- Do NOT fill in Expenses for accommodation, food etc on page 2.

Send the forms and receipts to:

Marion Haugen, Dept of Biostatistics, IMB, University of Oslo, P.O.Box 1122 Blindern, N-0317 Oslo, NORWAY

Please use regular mail, or DHL but not certified mail.

Questions may be addressed to: Marion Haugen marion.haugen@medisin.uio.no