|  |  |
| --- | --- |
| **Professional Services** |  |

# Reporting of contributions granted for congress/conference

The report relates to traveller:

Decision reference number:

Project number for payment of grant:

|  |  |  |
| --- | --- | --- |
|  | **Amount SEK** | **Annex no.** |
| Total granted |  |  |
| Conference fee |  |  |
| Travel costs |  |  |
| Hotel |  |  |
| Any other costs |  |  |
| **Total amount reported** |  |  |

*Expenses must be documented with receipts (copies).*

Stockholm, date:

E-signature:

**NOTE!**

Notification of the final decision on the amount granted will be sent to the Finance Manager at the institution:

Name:

Email:

*The report will be sent to:*

[*TA-fonden@ki.se*](mailto:TA-fonden@ki.se)