



SILBA

EXPENDITURE

Name Post in Silba

Email

Address
Street address, zip code, city, country

Activity Project + account
Intl. projects: specify from which grant the money should be taken

Reimbursement Invoice Other

No.	Description of expenditure	Local Currency	In DKK

Notes Pre-paid amount in DKK
Total to pay in DKK

Danish transfer International transfer
Danish transfers: Fill out reg. and account no.
International: Fill out BIC/SWIFT and IBAN

Reg. No BIC/SWIFT Account no. IBAN

Signature Date (mm.dd.yy)

Financial manager signature

The sheet must be sent to finance@silba.dk with all relevant documentation; receipts, invoices etc. Standard processing time is up to three weeks. Read the guidelines for reimbursements and invoices for further details.