Dear Mr/Ms

FOR PAYMENT OF TRAVEL COSTS

In order to ensure efficient and secure payment of travel costs outside Sweden, please complete the following two stages and return the email with the files listed below.

**1. Nordea, Payment of salary/pension outside Sweden via Nordea’s Personal Account System**1.1. Click on the following link or copy the address to your browser

[https://mp.uu.se/documents/432512/54197968/Bankuppgifter+utl%C3%A4ndsk+bank%2C+Nordeas+blankett\_160920.pdf/9b952c5f-c023-4e94-a56a-7940a3fe9727](https://mp.uu.se/documents/432512/54197968/Bankuppgifter%2Butl%C3%A4ndsk%2Bbank%2C%2BNordeas%2Bblankett_160920.pdf/9b952c5f-c023-4e94-a56a-7940a3fe9727)

1.2. Fill in the form and print it out

 1.3. Sign the form
 1.4. Scan the completed form and save the file on your computer
 1.5. Attach the completed and scanned form when you return the email

*Regarding the attached Nordea form: please be sure to fill in your home address and not your work address, and fill in the form as thoroughly as possible. (We have had problems with wrong/missing information on this form, so extra attention to this in order to avoid delays would be highly appreciated.)*

**2. Scan and post your receipts or tickets**
 2.1. Scan your receipts and tickets for your expenses

 2.2. Attach the scanned copy when you return the email

 2.3. Send originals to your contact person at the department/equivalent at Uppsala University

**3. Return the email**
 3.1. Now attach the two files, and return the email to the sender and send the original receipts as stated above (2).

*A returning email, with the two attachments all completed correctly, will ensure an efficient processing of your case.*

Yours sincerely,