

To:

NHH

Funds Administration

Helleveien 30

5045 Bergen

Email: fond@nhh.no

APPLICATION OF GRANTS FROM:

NHHs alumnifond

Applicant's surname

First name

Position

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Personal identity no (11 digits)

Phone number and email

Address

Amount applied for (NOK)

Bank account no

Purpose of the application:

Specification of amount applied for (NOK)

EXPENSES	AMOUNT (NOK)
Travel expenses:	
Expenses relating to conference participation:	
Subsistence expenses (Amount and number of days):	
Accommodation expenses (Amount and number of days):	
Other expenses:	
SUM	

The application will not be considered if the form is incomplete

Will you apply for financial support for the same purpose from external sources?

State the reason why accounts and /or reports of earlier grants have yet not been

More details about the application for grants. If you are going to present a paper at a conference or similar you must state the name of the paper and attach a copy of it

I understand that I must submit the following documents without any further delay:

- an academic report
- a travel expense form with appended original documents for travel (train, boat, taxi, buss, plane etc.). For air travel, preferred documentation is an electronic receipt from the air company sent after completion of the journey. For other tickets, the ticket receipt with the Boarding Pass or seat receipt printed at gate is requested for prolonged stays abroad as well as for participation at conferences.
- a confirmation of accepted paper, if a paper was a prerequisite for the grant
- a print of the registration form for the conference/conference fee

Travel- and living expenses must be planned in the cheapest and most appropriate way.

The academic report, travel expenses form and all attachments must be submitted to NHH's Funds Administration within a month after completion of the event for which the grant was awarded.

Grants that are not used for the intended purpose must be returned to the NHH's Funds Administration. Grants awarded from NHH's funds may be reduced in the event that grants are awarded from external sources for the same purpose.

Date Place Signature

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