



EXPENSE NOTES

Have you made some expenses you wish to reclaim?
This checklist is so you get a clear overview on the steps to take for a smooth reimbursement.



If you advance costs, have the proof of payment drawn up in your own name



Only reclaim your own expenses, no costs paid by someone for you.



Please mention if you applied for financial support at the FCWO



Deliver your original receipts or expense notes within 1 month to the admin office

Tip

More details on our website:

<https://molmod.ugent.be/expense-notes>

