

REGARDING E-GVAP REIMBURSEMENT OF TRAVEL EXPENSES

The preferred way of reimbursement for a travel to be financed by E-GVAP is that your have your own institute making an account for the trip, according to the rules of your institute. Your institute then sends an invoice to DMI, which then reimburses your institute using E-GVAP travel funds.

That ensures that everybody gets paid as for ones other travels, and it reduces the amount of long distance bureaucracy.

The route will be like this:

- 1) You get invited as an expert and get notified E-GVAP will pay your travel.
- 2) You have your trip accepted at your institute, and have your institute/yourself arranging the travel according to the rules of your institute.
- 3) You travel
- 4) You give your receipts, tickets etc. to your own institute and have them make an account for the trip, including per diem and eventual other expenses for which there is no receipt.
- 5) Your institute sends an invoice to E-GVAP for your trip.

In order to be able to produce the right amount of evidence to the DMI auditors our accounting staff needs the full invoice to include the following items:

- Total sum to be paid to your institute.
- A list of all the separate expenses leading to that sum (hotel, flight, per diem..).
- Copies or originals of receipts (payment of flight, hotel, ..)
(Your institute will probably need the original receipts for their auditors.)
- Bank account and VAT number for your institute.

It may help your accounting people to know that the DMI CVR and VAT number is 18159104

E-GVAP and Henrik Vedel should be mentioned explicitly on the invoice.

Have your institute send the invoice + copies of receipts to,

HR and Economy
Danish Meteorological Institute
Lyngbyvej 100
DK 2100 Copenhagen
Denmark

or by email to

hev@dm.dk

In case of problems with the above scheme, please contact me at hev@dm.dk.