**NDPIA Travel Grant Final Report Form**

* This report serves as an evaluation of the NDPIA travel grant activity and should be submitted within 1 month after returning from the research visit. The summary of the activity will be published on the NDPIA web site.
* The report also serves as a request for reimbursement for funds used during the stay. You should seek help from your economic administrator to obtain a travel claim to transfer funds to a project account at your department (funds are not transferred to a private account).
* Include the following for the final report:
1. A brief description of the scientific activities performed during the research visit (no more than half of an A4 page). Include the following in the description.
* What did you gain from your research visit in respect to your own research, future research?
* Did you accomplish the goals for the research visit?
1. A photo, if you have one, from your work accomplished there or the research environment that may be placed online.
2. Information in the table below
3. Travel claim from your home university
4. A copy of invoices to verify your costs
* Send the report to Debra Milton (debra.l.milton@umu.se).

**Name:**

**E-mail:**

**Visited organisation:**

**Date of the research visit:**

**Date of reporting:**

|  |  |
| --- | --- |
| **Information required to receive funds** |  |
| Total final costs  |  |
| Department |  |
| University |  |
| Postal code and city |  |
| Organisation number  |  |
| Project reference/account number |  |
| Plusgiro |  |
| Bankgiro |  |
| Name of economic administrator |  |
| Email of economic administrator |  |