# Final Report

**of funds from**

**the Swedish Society for Anthropology and Geography**

**Report of funds awarded to:**

Name: Project title:

Department address:

Home address:

E-mail/ Phone #:

Amount awarded:

Fund/ year:

**Place and date Signature**

**Provide the following attachments:**

* **Budget** (copy of the budget as provided in application)
* **Financial** report where each receipt is numbered, corresponding to number on receipt **(Make sure to include original receipts;**

giro-payments, internet payments are NOT acceptable) in a table: Receipt #: *1* Item: *plane ticket* Cost: *900 SEK*

* **All original receipts** attached to an A4 paper in numerical order (according to table above); write number on each receipt
* **Short report** of research carried out with funds; if possible include preliminary results (2-3 A4 pages)

Any remaining funds (exceeding 1000 SEK) must be returned to SSAG. Deposit money to plusgiro- account 152510-4. Provide your name, project title and year for the grant.

**SEND THE REPORT TO:**

SSAG’s secretary

Ph.D. Lina Polvi Sjöberg

Department of Ecology and Environmental Science

Umeå University

SE-901 87 Umeå

Sweden

***Example***

# Financial report

**of funds from**

**the Swedish Society for Anthropology and Geography**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receipt #** | **Item** | **Cost****Foreign currency** | **Exchange Rate** | **Cost****Swedish crowns** |
| 1 | Plane ticket |  | 8000:- SEK |
| 2 | Car rental | 10 000:- Ksh 0,57 | 5700:- SEK |
| 3osv. | Gas | 300:- Ksh 0,57 | 171:- SEK |
|  |  | **Summa** | 13 871:- SEK |
| **Remember!** |  |  |  |
| * Make sure attached budget is the same as provided in the original application (small changes can be approved without justification; for large radjustments from the proposal, a written request and approval are necessary)
* Follow all directions for reporting given above (original receipts are required!)
* Attach all receipts on an A4 paper in numerical order with the number written on each receipt
* Per diem of up to 150 SEK/day can be obtained during trips (provide documents to show travel time)
* Attach receipts showing currency conversion rate
* Attach a short report of completed research (2-3 A4 pages)
 |

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