



## Invoicing instructions

- related to costs for Swedish cadet's onboard training on vessels *other than* Swedish flagged

### **Invoice address:**

Linnaeus University  
Box 451  
SE-351 06 Växjö  
SWEDEN

### **Mark invoice with:**

Reference code: 6500.  
Reference name (Contact person): Mikael Andersson.

### **Invoice procedures:**

1. Send invoice after completed onboard training period – after cadet has signed off.
2. Send invoice with supporting documents to invoice address (above).

### **The invoice should show (including supporting documents):**

- Cadet's name and Civic Reg. No. (Swedish: *Personnummer*).
- Shipping company name, vessel name, vessel flag and your reference.
- Signing on and off dates.
- Specified costs with supporting documents:
  - Travel, including agent's fee, taxi, hotel etc.
  - Seafarers discharge book.
  - Medical certificate for seafarers, including immunizations.
  - Visa.