

Rheinische Friedrich-Wilhelms-Universität

Travel expense claim (for guests at the University of Bonn)

	<input type="checkbox"/> Ms <input type="checkbox"/> Mr
Name, first name	
Title(s)	
Phone, e-mail	

Only forms that have been completed in their entirety and duly signed can be processed!

Personal details	
Home address	
Name of organisation, department, research institute, etc.	
Address of organisation	
Name of bank for reimbursement	
Bank sorting code Swift address IBAN BIC Account holder Account no.	

Specification of event	
Kind of event	
Invitation by	Ms / Mr: Institute:

Travel details	
Departure to Bonn: date interrupted journey (please explain)	from (place/country):
Return from Bonn: date	destination (place/country):
Specification of costs	
<input type="checkbox"/> railway ticket	€
<input type="checkbox"/> airline ticket	€
<input type="checkbox"/> taxi costs	€
<input type="checkbox"/> public transport	€
<input type="checkbox"/> private car _____ number of km	€
<input type="checkbox"/> accommodation	€
<input type="checkbox"/> additional costs (to be explained):	€
total:	€ <u>.....</u>
<input type="checkbox"/> Original receipts enclosed:	
<input type="checkbox"/> The following original receipts are required for the return trip:	
Additional information:	

Applicant - Confirmation and signature
I hereby confirm that all information provided is correct and complete. All costs incurred are to be covered by the University of Bonn.
<input type="checkbox"/> Please transfer the reimbursement to the account given
<input type="checkbox"/> I have received the reimbursement already
Date, signature applicant

Confirmation by project management
<input type="checkbox"/> In connection with this journey was an activity, for which a fee or compensation was paid or will be paid; respectively a free of charge service was performed.
Reference:
<hr style="width: 80%; margin: 0 auto;"/> Date, signature project management