



## CLAIM FOR TRAVEL EXPENSES

PLEASE COMPLETE IN BLOCK LETTERS!

Proposal number/ Subject of discussion: .....

Full name: ..... Local contact/  
 Dialog partner: .....

Email: .....

Institution: .....

Address: .....

Arrival: ..... Departure: .....

**Fees: (see below for information)**

Ticket Fee / Driven Kilometres: ..... € .....

Extra charges: ..... € .....

Accommodation: ..... € .....

**Bank Details: (see below for information)**

Bank name: .....

BIC (Swift-code): ..... IBAN: .....

Account holder (full name): .....

Private address: .....

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**TO BE COMPLETED BY FRM II**

Daily Allowance: ..... € .....

Total Amount: ..... € .....

Verbuchen:                      Konto: .....                      Fonds: .....

Sachlich richtig:                      Datum: .....                      Unterschrift: .....

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**Please note:**

**Fees**

-- **Extra charges:** for example underground tickets or taxi receipts. **Food receipts** won't be reimbursed!

**Bank details**

-- Unfortunately it is not possible to transfer money without a given **private address** of the account holder.

-- In case the account holder is different from you, please don't forget to give her/ his name!

-- **Any account:** Please provide us with your BIC and IBAN